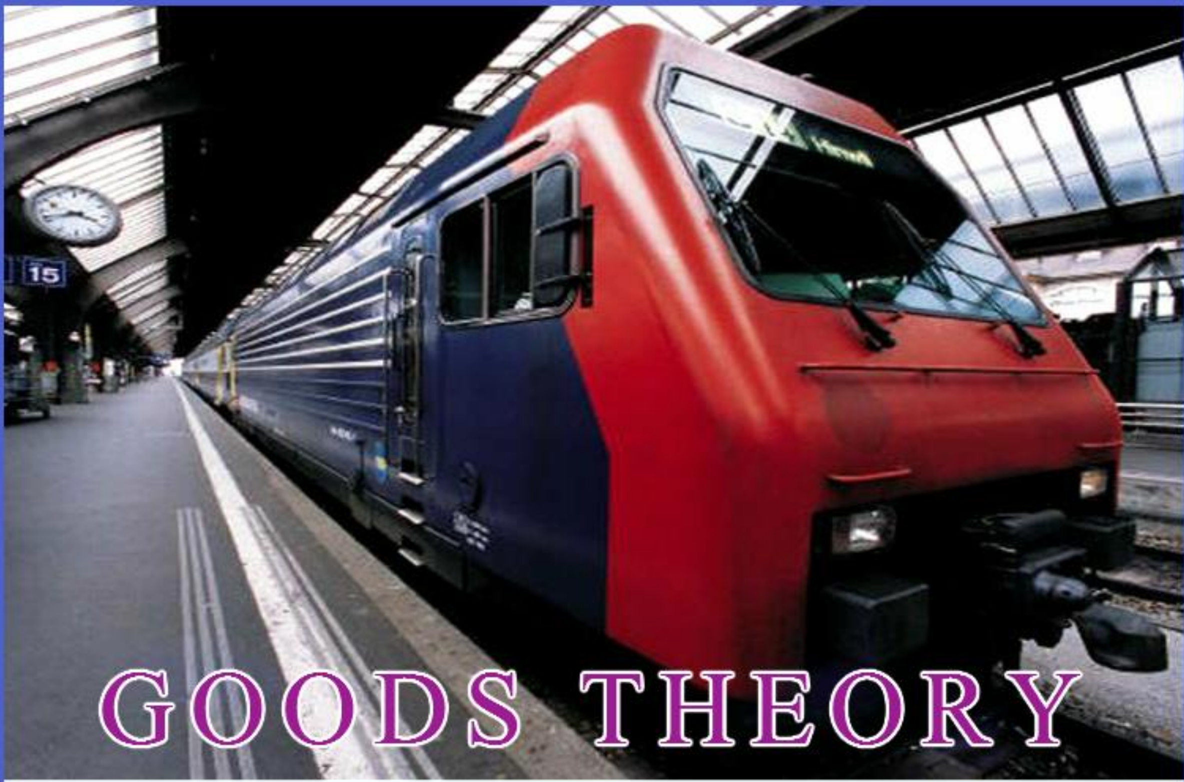

GOODS THEORY

Commercial Faculty

Zonal Railway Training Institute, Bhusawal
Central Railway

क्षेत्रीय रेल प्रशिक्षण संस्थान
मध्य रेल भुसावल,

गुणवत्ता नीति

आमची नीति,सुरक्षित आणि विश्वसनीय रेल्वे संचालनासाठी पर्याप्त प्रशिक्षण देणे व सतत सुधारणांद्वारा ग्राहक संतुष्टि सुनिश्चित करणे आहे।

क्षेत्रीय रेल प्रशिक्षण संस्थान
मध्य रेल भुसावल,

गुणवत्ता नीति

हमारी नीति है, सुरक्षित एवं विश्वसनीय रेल संचालन के लिये पर्याप्त प्रशिक्षण प्रदान करना तथा निरंतर सुधार द्वारा ग्राहक संतुष्टि सुनिश्चित करना।

Zonal Railway Training Institute
Central Railway, Bhusawal.

Quality Policy

Our Policy is to impart adequate training for the purpose of Safe and Reliable train operations, ensuring Customer Satisfaction through continual improvement.

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Shri Raj Kumar Singh

ALL COMMERCIAL INSTRUCTORS

ZONAL RAILWAY TRAINING INSTITUTE

CENTRAL RAILWAY BHUSAWAL

विद्यालय गीत

विद्या का मंदिर है ये,और ज्ञानदीप है प्यारा,
सबसे उन्नत,सबसे अच्छा, शिक्षा केंद्र हमारा,
रेल कर्मी को संरक्षा के पाठ यहॉ हैं पढ़ाते,
संचालन के नियमों से अवगत उनको करवाते,
यातायात सुरक्षित हो यही पहला ध्येय हमारा।........
अनुशासन और शिक्षा के संग, सीखें साफ सफाई,
आओ इस पर अमल करें, हम मिलकर सारे भाई,
निष्ठा से कर्तव्य करेंगे, यही निश्चय है हमारा।............
दुर्घटना को टालें हम सब, ऐसा कार्य करेंगे,
जनसेवा में अपना तन मन, न्यौछावर कर देंगे,
बढ़े प्रतिष्ठा रेलों की और मान बढ़ेगा हमारा।
विद्या का मंदिर है ...

INDEX

CHAPTER 1:- DEFINITIONS.

Rail Traffic -The traffic transported by railways (trains) is known as Rail Traffic. It includes Goods Traffic and Coaching Traffic.

Goods Traffic -The traffic which is carried by goods trains is known as goods traffic. Goods traffic is accepted in Wagon Load and Train Load.

Coaching Traffic- The traffic which is carried by coaching trains is known as Coaching Traffic. Coaching Trains includes Ordinary, M/Exp, Super-Fast, RajdhaniShatabdi, Janshatabdi, GaribRath and Parcel trains. Rates of coaching traffic are comparatively higher than Goods Traffic.

On accounting point of view Rail Traffic has been classified as under:-

1) **Local Traffic -** The traffic which originates from a station on a Zonal Railway and terminates on another station of the same Zonal Railway is known as Local Traffic.

2) **Foreign Traffic -**The traffic which originates on station of a Zonal Railway and terminates on a station of another Zonal Railway is known as Foreign Traffic. The Traffic which originates at the station of a Zonal Railway and terminates on other station of the same Zonal Railway but is carried through a different Zonal Railway en-route is also known as Foreign Traffic.

3) **Through Traffic -** The Traffic which neither originates nor terminates on the Zonal Railway but is carried through that Zonal Railway, such traffic is known as Through Traffic for that Zonal Railways.
   Rail traffic is accepted as the following places.

A) **Station -** This office is situated besides Railway track, Trains halt at this place and various types of traffic is dealt with.

B)**City Booking Office:** With the purpose of reducing rush at stations and providing facilities to passengers, the offices which are opened in the middle heart of big cities for handling different types of traffic are known as City Booking Offices. In these offices tickets are issued to passengers and

Luggage /Parcels are also booked here. The fare collected at City Booking office from passenger is the same as collected at station. But in case of Luggage and Parcels CBO charges are collected in addition to normal freight. In this office, Railway employees are posted.

C) City Booking Agency (CBA): The functions under taken in this office are same as performed at a CBO, but these functions are performed by employees appointed by contractor.

D) Out Agency (OA): To facilitate rail traffic from Industrial Areas, where there is no railway line or it is not possible to lay railway line to that area, with the purpose of capturing additional traffic the offices which are opened in such areas are known as OA. Contractors are appointed for transporting the goods accepted at Out Agency to Railway stations. Out Agency charges are collected in addition to normal freight on goods booked from Out Agency.

E**) Siding: -** The branch lines extended from main line to industrial area is known as Sidings. Sidings are constructed under an agreement.

Objective:-

1) To provide door to door service.
2) To compete with road transportation.

Types of Siding:-

1) **Military Siding:** These siding are constructed in Military areas for booking of military traffic. Construction and maintenance work is done by Railways and all the expenses are debited to Military department.
2) **Private Siding:** These siding belong to private parties. Construction and maintenance is done by Railways and the expenses are collected from private party only the traffic of the siding owner is booked from such sidings.
3) **Assisted Siding:** The working of Assisted sidings in similar that of private sidings. These sidings are known as assisted sidings because Railways contribute towards the cost of construction at the time of construction.
4) **Special Siding:** These sidings belong to Railways. Construction and maintenance of these sidings is done by railways. Goods of any party can be booked from these sidings.

General Rules for sidings:

1) List of siding is published by each Zonal Railway.
2) Sidings are constructed for booking of specific types of goods.
3) Sidings owner cannot give the siding to any other party on rent / lease. Only the traffic of the siding owner is booked from siding.
4) For traffic booked from / to sidings, Railways responsibility will be as per section 94 of Railway Act 1989.
5) Shunting will be performed as per siding agreement.
6) Apart from freight, prescribed siding charges will be collected.
7) If the siding has been notified as an IBP and freight is charged on through distance basis by adding distance from serving station to siding, siding charges will not be collected.
8) Normal demurrage rules will apply to sidings as well.
9) If Railway employees are posted at the siding their salary will be debited to the siding owner.
10) Working of the siding is similar to that of normal goods shed.
11) If Railway employees are not posted at siding, loading of goods will be done at the siding, but the RR will be prepared at the station/Goods shed with the remark "said to contain". Similarly delivery of inward rakes will be given at the station/ Goods shed and wagons will be sent to siding for unloading.
12) It is mandatory to write name of the serving station along with name of the siding on the seal cards and pocket labels of wagon booked to sidings.

Goods Shed: The office where goods traffic is handled is known as Goods Shed.

Forwarding Station: The station from where traffic is booked is known as forwarding station.

Destination Station: The station for which the traffic is booked is known as Destination station.

Consigner: The party, who is booking goods at forwarding station, is known as consigner.

Consignee: The party who is receiving goods at destination station is known as consignee.

Consignment: A Package / group of packages booked under one Railway Receipt is known as consignment.

Paid Freight: When freight of a consignment is paid at the forwarding station, it is known as Paid freight. Presently prepayment of freight is compulsory.

To Pay Freight: When freight of a consignment is paid at the destination station is known as To-pay freight.

To Pay Surcharges: When Goods are booked as To-pay, To pay surcharge is collected. For coal traffic it is 10% and in case of other traffic it is 05%.

Late payment charge: In Goods traffic if payment of freight of general merchandise is done after the expiry of scheduled time, late payment charge of 5% shall be levied on NTR. For Coal late payment surcharge is 10%.

Goods Trains: The trains by which goods are transported are known as goods trains. Goods trains are of two types:-

1) Through goods Trains. 2) Shunting goods trains.

Coaching Trains- The train by which coaching traffic is transported is known as coaching trains. Types of coaching trains are- Passenger trains (Ordinary, Mail/Exp., Rajdhani, Shatabdi, GaribRath, Janshatabdi), Parcel trains and Mixed trains.

Important Information found on a wagon.-

1) **P - Pooled Wagons:** These wagons can be dispatched from any Zonal Railway to any Zonal Railway.

2) **NP- Non Pooled Wagon:** These wagons should be utilized within the owning Zonal Railway. As required these wagon can be sent to other Zonal Railway, but should be returned to the owning railways immediately after unloading.
3) **Wagon Number:** Wagon number is printed on each wagon.
4) **Owning Railway:** Name of owning Railway is printed on each wagon.
5) **For Local traffic only:** These wagons are utilized within the owning Zonal Railway only.
6) **Engineering Department (ED):** There wagon are utilized for the transportation of Railway material consignment.

7) **R (Return Date):** On every wagon return date is printed in Hindi and English. By the last day of the month printed on the wagon, the wagon should send to workshop of the owning railway for repair.
8) **WT (Water Tight):** In such wagons, commodities likely to be damaged by wetness are loaded.
9) **NWT (Non Water Tight):** In such wagons, commodities likely to be damaged by wetness are not loaded.
10) **Type of Wagon:** On every wagon the type of wagon is printed.
    a) **Covered wagon**-BCX, BCN BCNA, BCNAHS etc.
    b) **Open Wagon**- BOXN, BOXNHA, BOST, BOXNHS, BOX etc.
    c) **Hopper Wagon**- BOBY, BOBYN, BOBR, BOBRN etc.
    d) **Tank Wagon**- TP, TK, BTPN, BTPGLN, etc.
    e) **Flat wagon**- BFR, BRS, and BFH etc.
    f) **Wagons for container traffic**-BLCA, BLCB, BLLA, BLLB, etc.
11) Carrying capacity: As per section 72 of Railway Act 1989 carrying capacity of wagons in tones should be written on each wagon.
12) Floor Area (FA): Floor Area of every wagon is written on it in sq.mtr.
13) **Tare weight:** The weight of empty wagon in tones is written on every wagon.

Working Hours: The time during which loading and unloading of goods is under taken at Goods Shed/Siding is known as Working hour. Normal working hours are from 6 to 22 hour. Workings hours can be extended according to volume of traffic. Working hours are taken into consideration, while calculating demurrage charge.

Business Hours: The time during which goods are accepted, booked and delivered at Goods Shed is known as Business Hour. Normal Business hours are from 6 to 22 hour. Business hours can not be extended. Business hours and Working hours are taken into consideration, while calculating wharfage charges.

Ban-

1) Restrictions imposed by Central/State Government on booking and carriage of specific goods are known as Bans.
2) These are published in Gazette of Central/State Government.
3) Railway Administration is informed through message.

4) Railway Administration should informed all concerned stations through message.
5) All concerned staff should be informed under acknowledgement.
6) On receipt of message regarding imposition of bans, the same should be entered in a specific register with date and time.
7) A copy of the same should display on Notice Board for information of customer.
8) Bans should impose with immediate effect.
9) Legal action will be initiated against staff not following bans.
10) For booking of Banned goods, a certificate from the authority imposing ban should be produced.

Restriction-

1) Railway administration imposes restrictions for booking of goods to a particular destination or through a particular route.
2) **Reasons for imposing -**
    a. Railway Accident.
    b. Floods.
    c. Congestion in Yards.
3. Railway Administration will inform concerned station through message.
4. All concerned staff should be informed under acknowledgement.
5. Goods will not be booked to the restricted destination or via restricted route.
6. On receipt of message regarding imposition of restriction, the same should be entered in a specific register with time and date.
7. A copy of the same should be displayed on Notice Board for information of customer.
8. Restrictions should be implemented from the next day of receipt.
9. Departmental action will be initiated against the employee not following restriction.

Busy Season - In Goods traffic, Busy season is from 1st Oct to 30 June.

Lean Season - In Goods traffic, Lean Season is from 1st July to 30 Sept.

Busy season surcharge - In Goods traffic, Busy Season Surcharge will be levied on base freight in busy season as under:-

Type of commodity	Busy season surcharge
For all Types of commodities	15%
Container traffic	Nil

Congestion Surcharge - It will be levied on base freight as under:-

Type of goods	Congestion Surcharge
All type of Goods Traffic booked to Bangladesh	25%
All type of Goods Traffic booked to Pakistan	20%

Supplementary Surcharge -

It will be levied on base freight from 1st Oct to 30st June.

Type of traffic	Supplementary Surcharge
Mini rake ,Two-point rake, Rake originating from two station	5%
Multi point rake	20%

Normal Tariff Rate:-

1. When Busy Season Surcharge, Congestion Surcharge and Supplementary Surcharge is added to base freight , it is known as Normal tariff Rate.
2. All concessions are given on NTR.
3. Late payment surcharge is also levied on NTR.
4. Punitive charges for overloading and mis-declaration is also levied on NTR.
5. Development charge is also levied on NTR.

Development surcharge - It will be 5% on NTR.

CHAPTER 2:- Booking of Goods

Forwarding Note (F/Note):-

This is a printed form which can be obtained free of cost at Station Master's Office or Goods Shed. Any businessman desirous of booking of Goods / Livestock by Railways should execute a Forwarding Note. Central Government has given approval under Section 64 of Railway Act to Forwarding Note.

Importance of Forwarding Note:

i. This is an agreement between Railway Administration and Businessman.
ii. This is a legal document which is free from stamp duty.
iii. This is an important document for settlement of Claims.

Forwarding Note has two sides - Front portion is filled by Consignor and back portion by Railway Employee. Following declaration should be made by Consignor on the Forwarding note:-

i. Regarding Packing condition.
ii. Regarding defect in Goods.
iii. Selection of Route.
iv. Selection of Wagon.
v. Cost of Goods and whether he is willing to pay percentage charge or not.

As per section 66, Goods should be correctly declared on the forwarding note.

Types of Forwarding Note:

1. **COM 627 F** - For booking of General Goods and Livestock.
2. **COM 628 F** - For booking Dangerous and Explosive Goods. Type & Division of Explosives should be mentioned on the forwarding note.
3. **COM 624 F** - (General Forwarding Note) - This facility is given to businessman frequently booking parcels from particular station. Such businessman should execute this forwarding note at the station; the same will be forwarded to Sr DCM office. Permission will be granted by Sr DCM and specific number will be given. The same will be sending back to station, where entry will be done in specific register. The businessman who has been given this facility should execute a Parcel Declaration Form (COM 629 F) at the time of booking. This forwarding note is valid for 6 months.

4. **COM 629 F -** (Parcel declaration Form) – The businessman, who has been given the facility of General Forwarding Note, should execute it at the time of booking. On this declaration form, the specific number given by Sr DCM office should be mentioned.
5. **COM 656 F -** For booking of Government Explosive Goods.
6. **COM 691 F -** For booking of Military Goods.
7. **T 1601 -** For booking of Railway Material Consignment. This is a Forwarding Note as well as Credit Note.

Wagon Registration Fees:- WRF

IRCA Goods Tariff No. 41. Part-I, Vol. - I Rule No. 201

The amount which is collected as security deposit at the time of accepting indents is known as Wagon Registration Fee.

Objective:

i. To avoid false / bogus indents.
ii. To avoid clashes between parties.
iii. To restrict competition between parties.

Rates of Wagon Registration Fees:

Gauge	Per Wagon	Per Standard Rake
BG	Rs 1500 /-	Rs 50000 /-
MG	Rs1500 /-	Rs 50000 /-
NG	Rs 1500 /-	Rs 1500 /- x No. of wagons

Wagon Registration Fee is not collected in following conditions:

1. If Goods are booked from sidings owned by Platinum, Gold and Silver Card holder.
2. Container traffic booked by CONCOR.
3. Railway Material and Railway stores booked by Railway Officials.
4. Booking House-hold goods in Kit Wagon (On transfer of Railway employee).
5. Military traffic booked on Military Credit Note.
6. Certain traffic can be exempted by Railway Administration keeping in view competition from Road transport.

Lump sum deposit of Wagon Registration Fee:

Lump sum deposit for Government Departments shall be Rs 30,000/-. The facility of lump sum deposit can be given to private parties having regular transactions with Railways. Such parties can be facilitated with lump sum deposit of WRF, instead of depositing Wagon Registration Fee frequently. The Lump sum deposit amount will be fixed by railway keeping in view the maximum number of wagon indents registered by the parties at a time. If registration fee of any rake is forfeited then the forfeited amount must be recouped by the party, otherwise forfeited amount will be reduced from lump sum deposit, and indents will be accepted up to the reduced or remaining amount.

Money Receipt (MR):

Money Receipt will be issued to Consignor after collecting Wagon Register Fee. It is in the form of a numbered book. There are two pages of same number-

1) Record 2) Receipt.

Wagon Registration Fee is entered in Wagon Registration Fee Register according to Money Receipt.

Conditions for Forfeiture of Wagon Registration Fee:-

1. Cancellation of indent after physical supply of wagon.
2. Non-payment of freight as per rule.
3. Cancellation of indent within 10 days of registration
4. Non-commencement of loading within stipulated free time.
5. If a party request for permission of loading after expiry of free time, but loading is not started and indent is cancelled, WRF will be forfeited and demurrage will be charged without giving free time.

Conditions for Refund of Wagon Registration Fee:-

1. After completion of loading in supplied wagons and thereafter booking procedure such as payment of freight.
2. Non supply of wagons up to 10 days of registration and subsequent cancellation.
3. Non receipt of any order / message regarding supply of wagons up to 10 days of registration and subsequent cancellation.
4. Bans / Restrictions have been imposed, and cancellation of indents before they are lifted.
5. If open wagons are supplied against an indent of covered wagons or vice-versa.

When WRF is deposited in cash, refund will be granted at stations. However when payment is done through credit note refund will be granted by CCM office. If MR is lost /misplaced, refund will be granted on the basis of Indemnity bond. In case of paid freight, the amount of WRF can be adjusted with freight due. Validity of WRF Money Receipt is 6 months from date of issue.

e-RD: Electronic registration of demand for wagons.

1. Objective:

i. To provide online facility of registration of demand for wagon on FOIS portal to railway customer.
ii. To make the demand registration system easier.
iii. To bring the transparency in the demand registration and minimize the corruption.

2. Registration procedure for customer to avail e-RD facility:

i. Customer has to pre-register on FOIS website: www.fois.indianrail.gov.in
ii. Customer has to submit his original documents to Sr. DCM for verification within the 15 days from the date of pre-registration.
iii. After verification Sr.DCM will accept or reject the registration.
iv. Sr.DCM will issue user ID and OTP-One time password to the registered customer.

3. Demand Registration:

i. Customer has to log-in and fill all relevant details in e-Demand module of FOIS.
ii. Accepted demand will be saved otherwise pop-up message will be shown for rejection of demand.

4. WRF will be deposited by the customer. All general rules related to WRF will be applicable.
5. Demand will be registered in 'Priority Register' of TMS and e-transaction confirmation message will be conveyed to party.
6. PDF document will be sent to party through e-mail after demand registration.
7. RR will be issued only after attaching system generated document with forwarding note.

Preferential Traffic Order (PTO)-

Section 70 of Railway Act: - According to this section no priority / preference will be given to booking and transportation of Goods. It will be done on "First come first serve" basis.

Section 71 of Railway Act: - According to this section orders are issued by Central Govt. to Railway administration from time to time, for giving priority/preference to booking and movement of particular type of commodities/goods in the interest of nation, interest of public in general or for industrial development.

P.T.O. is published by Central Govt. in Gazette. Railway Administration is informed of the same. Railway administration distributes the same to stations in the form of a booklet. Its validity is 1 year. While granting priority route is decided. And goods are carried by that route only. Priorities have been distinguished as under:-

Priority A: - Military traffic sponsored by Milrail and approved by Railway Board.

Priority B: - 1) Relief material for victims of natural calamities sponsored by an officer not below the rank of Deputy Secretary of Central / State Govt. or by a nominated Non-Government Organization.

2)-Food grains and levy sugar for Public Distribution System (PDS) or other welfare schemes sponsored by FCI, other commodities sponsored by Central Govt. agencies which are approved by Railway board.

Priority C: - All programmed traffic approved by Railway Board/Zonal Railway under monthly or quarterly Railway programme.

S No	**Commodity**	**Sponsoring Authority**	**Accepting Authority**
1	Coal	Coal Companies (Public or Private)	1. EDRM / Kolkata for ER, ECR, SER, SECR & ECOR 2. For other Railways - COM / CFTM of respective Zones.
2	Raw material for Steel Plant	Steel manufacturer who satisfy special criteria	
3	Edible Salt	Salt Commissioner	Zonal Railway
4	Fertilizer	Concerned Fertilizer plant	
5	POL	Oil companies	Railway Board.

Priority- D: - All other traffic not included in Priority 'A' to 'C'.

General Instruction:

1. Block Rake traffic is preferred over Piece-meal traffic.
2. Traffic will have preference over other traffic within the same class of priority in the following order.
   i. Traffic guaranteed under some special schemes e.g.-WIS, FFS, TIELS etc.
   ii. Traffic booked from Goods shed / Sidings with round the clock working.

iii. Traffic booked from full rake handling siding having mechanized loading facility

iv. Traffic offered for distance of more than 700 km. within the same classification

v. Single point Block Rakes over Multi point/ two point/ mini rakes.

3. i. wed & sat in a week shall be reserved and notified for allotment of rakes as per the date of registration (ODR) irrespective of the class of priority.

ii. Mon & Fri, will be nominated 2 days for higher priority within the same class to traffic covered under the freight advance scheme.

4. Any traffic under special orders of Ministry of Railways / Railway Board / Zonal Railway.

Change in registered Indents:-

A) Change in name of Commodity:

Change in name of commodity after registration of indent is permitted on the following conditions:

1. There should be no change in priority
2. No ban should have been imposed on that commodity.
3. Permission of DCM is mandatory.

B) Change in the name of Consignee and Destination station:

1. Applicable only for High profit Yielding Commodities.
2. Non supply of wagons up to 10 days of registration

Supply of Wagons:

Stock report will be prepared on the basis of Indents registered. Number of wagons required will be mentioned in the stock report and information will be given to Section Controller on phone. A copy of stock report will be sent to Chief controller by nominated train. After receipt of stock reports from all stations, a consolidated stock report will be prepared at Chief Controller's office keeping in view the following aspects-

1. Preferential Traffic Order (PTO)
2. Bans and Restrictions.
3. Date of Registration.

After preparing Consolidated Stock Report, orders for supply of wagons are given.

Allotment of Wagons: -At the time of allotment, Station Master should keep following aspects in view.

1. Preferential Traffic Order (PTO)
2. Bans and Restrictions.
3. Date of Registration.
4. Return date of wagon
5. Open or Covered wagons as per demand
6. Water tight or Non-Water tight wagons.

Acceptance and Examination of Goods:

1. Proper forwarding note should be executed.
2. It should be ensured that goods have been correctly declared on Forwarding Note.
3. It should be ensured that destination station is open for such goods traffic.
4. It should be ensured that no ban has been imposed by Central / State Government for carriage of such commodity.
5. Goods should be packed properly.
6. At the time of accepting goods following should examined.
   i. Whether Goods are damaged prior to booking.
   ii. Weighment of goods.
   iii. Goods should be tallied with the description of forwarding note.

Mis-declaration of Goods

(IRCA Goods Tariff No 41 P-1 V-1 Rule No 126)

Section 66 of Railway Act -

According to this section the consignor should correctly declare the name of goods on Forwarding Note, so that freight can be charged by the correct class rate at the time of booking. If consignor is not in a position to declare the correct name of goods, such goods will be treated as unclassified goods and freight will be charged according to type of wagon.

Reasons of Mis-declaration of goods.

1. To get benefit of low rates.
2. To book goods on which ban have been imposed

Due to mis-declaration, Railways loses revenue and banned goods may be booked, so Goods should be checked regularly at Destination station.

Section 163 of Railway Act -According to this section, in case of booking of banned goods or frequent mis-declaration of goods, a penalty at the rate ₹. 500 per quintal or part thereof may be imposed.

Section 102 (a) of Railway Act -According to this section, Railway administration will not be responsible for damage of mis-declared goods during transit.

Penal Charge to be collected in case of Mis-declaration -

1. If mis-declaration is detected at destination station there by obtaining a lower rate, penal charges will be collected at four times of applicable rates by the route shown in the invoice.
2. If in a consignment, packages are chargeable at different rates and group of packages is found mis-declared, there by obtaining a lower rate, penalty will be charged at four times of the rate applicable to that particular group. Penalty will be charged only on the mis-declared group of packages.
3. If a consignment loaded in container is mis-declared there by obtaining a lower rate, penalty will be charged at four times of the applicable haulage rates.
4. In case restricted goods are found loaded and booked, in containers penalty will be charged at four times of the highest haulage rates.

NOTE-

a.Penal charge will be in addition to the freight already collected.

b.If rule No (3) & (4) both are applicable penalty will be charged as per rule No-(4).

Packing, Labeling and Marking (PLM)

Packing:

Objective -

1) Prevent packages from mixing with other consignment.
2) Prevent loss in transit.
3) For easy handling
4) To put marking on packages.

Section 98 of Railway Act: - According to this section, goods should be properly packed. If packages are in defective condition remark should be obtained on the Forwarding Note. The same remark should be written on Railway Receipt. In such conditions Railway is not responsible for loss in transit, but Railway Administration will be responsible for loss due to misconduct or negligence on the part of Railway employees.

Packing Condition-

Packing conditions are given in the General Classification of Goods Book. Specific packing conditions are denoted with ‘P’. Specific Packing conditions are of six types. Also to ensure safety of goods in transit special packing conditions are prescribed. Special packing conditions are denoted with ‘S’ in General Classification of Goods. These are of three types. At the time of accepting goods for booking and carriage concerned Railway employees should examine the packing condition of goods. Non-compliance of packing condition may result in damage of goods. If any defect is noticed at the time of acceptance of Goods. Such remark should be obtained on the forwarding Note and same should be written on Railway Receipt as well.

Packing conditions are divided into three categories:

1) General Packing Condition:-

a. The packing conditions prescribed are minimum desirable. Commodities offered with better packing conditions shall be accepted.
b. Things such as Bags, Cases, Cartoons, Tins, Drums etc. used for packing should be of good quality.
c. For dangerous goods, packing conditions given in Red Tariff must be strictly complied with.

2) Specific Packing Conditions:-

i. **P1:- For Bagged consignment**- Such as Cement, Chemical manures, Food grains and pulses, Flour, Groceries etc. These should be surely packed in gunny bags/paper bags/high density polythene bags/synthetic bags etc.
ii. **P2:- For Loose / Bulk consignment**-
    a. For Coal, Coke, Gypsum, Lime stone, Dolomite, Pig-iron, Stones etc. No specific packing conditions are applicable.
    b. Bamboos, Coir, Pipes, Fodder, and Sugarcane etc. should be securely tied in bundles.
iii. **P3:-** Cotton and other textiles, Handloom products etc. should be surely packed in bales, boxes etc.
iv. **P4**:- Soap , Machinery and machinery tools, Electrical appliances Milk products etc. should be packed in ply wood / wooden case / cardboard boxes / cartoons / baskets.

v. **P5**:- Liquid items such as Edible oil, Bitumen etc should be packed in leak proof Tins, Containers, and Drums etc.

vi. **P6**:- Applicable for Motor vehicles.

a. There should be no oil or gas in vehicles.

b. Detachable fittings should be separately packed.

3) Special Packing Conditions:-

a. **S-1 :-** For metal scrap- a certificate 'free from explosives' should be accompanied at the time of booking.

b. **S-2:-** For Food grains and pulses – Each door of wagon should be protected with dunnage (crushed Sugarcane, Paddy husk etc.) bags.

c. **S-3**:- For Salt (For Human consumption) – On the forwarding note a declaration should be given that the salt is not intended for industrial use.

Labeling:-

Objectives:-

i. To indicate the type of commodity loaded in the wagon/package

ii. To reach the consignment to correct destination.

Type of Labels:-

1. **Instructional Labels: -** On this label, instructions regarding handling of package are given through instructions.
2. **Pictorial Labels: -** On this label, directions regarding handling of packages are given through pictures.
3. **Paste- on- Labels: -** Booking particulars are written on this label and it is pasted on wagon door from inside. After unloading of goods at destination station, this label should be removed. With the help of this label, unconnected wagons can be connected.
4. **Pocket Label: -** Four pocket labels are prepared for each wagon. Out of which two are kept in the outside pockets of the wagon and remaining two in the inside pockets of the wagon.
5. **Seal Cards: -** Seal cards are tied on doors of covered wagons, on which seals are affixed. Complete booking particulars are written on seal cards and pocket labels.

Types of pocket labels and seal cards:-

1. For General goods
2. For Dangerous goods
3. For Perishable goods
4. For Coal
5. For crane consignments
6. For weighment on weighing machines en-route
7. Bradma labels

Marking:-

Objectives:-

i. To reach the consignment to correct destination.
ii. To connect packages with correct consignment.
iii. To prevent mixing of packages
iv. To connect the consignment with correct Railway Receipt.

Types of marking:-

1. **Private Marking**: - This marking should be done by consignor on all packages showing names and address of Consignor & Consignee, name of Forwarding & Destination station, Trademark, Number of packages etc.
2. **Railway Marking** :- This marking is done by railway employees in the following manner :-
   a. Name of the Forwarding station in code.
   b. Complete Railway receipt no.
   c. Number of packages
   d. Full name of Destination station and Zonal Railway.
   e. Route / via
   f. Date of booking.

In case of small consignment marking is done on all the packages. In case of wagon load consignments, at small station marking should be done on 20% package and at large station on 10% packages. Packages with marking should be kept near the doors of wagon. Old marking should be obliterated at the time of marking. If marking cannot be done on packages labels should be used.

Importance of Packing, Labeling, Marking:-

By complying with rules of PLM, packages or wagons can be dispatched to the correct destination at the earliest. Delivery can be granted to the correct person, thereby reducing claims on Railway and improving its financial condition.

Weighment of Goods :- At the time of booking goods, packages should be weighed on the weighing machines kept at Goods sheds, In case of small consignment (parcels) all the packages (100%) should be weighed. In case of Wagon load consignment if all packages are of similar size and weight, at large stations 10% and at small stations 20% packages should be weighed to arrive at weight of the entire consignment. If all packages are not of similar size and weight, groups of packages of similar size and weight should be made. 10% packages from each group should be weighed to arrive at weight of the entire consignment.

Sender's Weight Accepted (SWA):- If weighing machine of a station becomes defective, employee of the concerned department will be informed for repair. Till weighing machine is repaired goods will be accepted at the weight mentioned / declared by consignor. Freight will be charged on actual weight / minimum chargeable weight, whichever is more. Following remark will be passed on Railway receipt - "*Due to defect in weighing machine goods have been accepted on weight declared by sender. Before granting delivery, goods are to be reweighed and correct freight to be charged.*"

Weighment on weighing machine en-route:-

Large machinery consignment, Heavy articles, Loose commodities which can not be weighed on weighing machine at Forwarding station will be sent for weighment after loading to a weigh bridge enroute. Freight will be charged at the weight declared by party. A specific label and seal card will be affixed on the wagon. Following remark will be passed on Railway Receipt - "*Goods have been accepted on weight declared by consignor and the wagon has been sent to _____ station* *for Weighment, correct freight to be charged after receipt of exact weight from Weigh Bridge*.

Message will be given to the concerned station for Weighment of the wagon enroute. On reciept of wagon at the concerned station, it will be weighed in presence of Commercial Inspector (CI), Travelling Inspector of Accounts (TIA), and RPF.

Weight found will entered in the weighment register in two copies. Proper remark will be passed on the seal card and a message regarding exact weight will be given to Destination station. Apart from this Weighment advice will be prepared in three copies.

1. Record 2. Accounts 3. Destination Station.

Electronic In -motion-way-bridge (EIMWB):-

Objectives:

i. Prevention of over loading
ii. To reduce leakage of railway revenue and increase transparency.
iii. To reduce delay in transportation
iv. To increase accuracy in calculation of freight through linking with FOIS.
v. To ensure safe transportation of Traffic.

Provisions:

1. Arrangement of the weigh-bridge is being arranged on all the loading points.
2. In the future there will not be a pedestrian post in the path.
3. In place of old weigh-bridge, in-motion-way-bridges will now be installed without applying mechanical way weigh-bridge.
4. It is mandatory to set in-motion-to-bridge for all new private siding.
5. All In-Motion-Way-Bridge will be linked with FOIS.
6. The new in-motion-to-bridge capacity should be 120 tonnes.
7. In-Motion-Way-Bridge will be treated by the Mechanical Department of Railways.
8. Siding owner will be responsible for establishing and maintaining In-Motion-Way-Bridge, installed in private siding.
9. The party will have to get the certificate for the bridge from the concerned State Government's measurement department.
10. The timely inspection of the bridge will be done by the nominated officers of the Operating, Mechanical, Civil and Finance Department of Indian Railways.
11. No exemption will be given to any party/commodity in weighment.

12. The person will be appointed by the party for the private In-Motion-Way-Bridge, for which no refund or rebate will be administered by the Railway Administration.
13. In-motion-to-bridge in private siding will be planted on the ground of the party.
14. EIMWB will be installed in the land of private party in private siding. In unavoidable circumstances, General Manager can permit installment of EIMWB of private siding on Railway land subject to consent of COM on considering the operational constraints. The cost of expenditure and maintenance shall be borne by the party.
15. Some nominated steel plant sidings and coal sidings are exempted from installment of EIMWB.

Routing of Goods Traffic:-

IRCA Goods Tariff 41 P-I V-I Rule No. 125

1. Goods will be dispatched by the route operationally feasible and freight will be charged by the shortest route.
2. Distance by the shortest route will be calculated on the basis of distance tables published by Zonal Railways. In case of change of guage, 200 kms. will be added for each change of gauge.
3. If consignor wants to book goods by a route other than the shortest one, he should mention the same on the forwarding note.
4. As per Section 71 (1) (b) of Railway Act, Central Government may notify a route other than the shortest one for carriage of goods under Rationalization Scheme. In such cases, freight will be charged by the notified route and not by the shortest route.

Rating of Goods traffic -

IRCA Goods Tariff No. 41, P-I, V-I, Rule No. 176 & IRCM V-II, Para No. 1437

Following rates are applicable in goods traffic -

1. Class Rate
2. Lumpsum Rate
3. Wagon per km rate.
4. Station to station Rates (STS)

1. Class Rate -

IRCA Goods Tariff No. 48, P-I, Vol-II (General Classification)

IRCA Goods Tariff No. 48, P-II (Freight Rate Table)

Different types of commodities are transported by Indian Railways. If each commodity is charged at different rate, rating will be very difficult. Hence groups of commodities with similar nature have been clubbed and each group has been given a Main Head. Each main head has been allotted a specific number, which is known as Class Rate.

Class fixed for each commodity, is given in 'General Classification of Goods' and rate per tonne fixed on the basis of class and distance is given in Goods Rate Table.

Following factors are considered at the time of fixing class rate of a commodity.

i. Cost of Service.
ii. Cost of Transportation.
iii. Load ability of the commodity in a wagon.
iv. Susceptibility of that commodity to claims
v. Nature of the commodity
vi. Rates of Road transportation for that commodity.

Total 23 special Class rates have been prescribed in Goods Traffic, of which LR3 in the lowest and 200 is the highest rate. All the commodities have been classified into 25 Main heads, i.e. 22 Main Heads for Normal commodities and 3 Divisions for Low Rated commodities. Class Rates :- LR3, LR3A, LR2, LR1, 100, 100A, 110, 120, 120A, 130, 130A, 140, 140A, 145, 145A, 150, 160, 165, 170, 180,180A, 190 & 200.

Class rate of a commodity is fixed by Commercial Committee of Indian Railway Conference Association with permission of Railway board.

3. **Lumpsum Rates**: - These rates are fixed by Railway board for specific services. Benefit of these rates is given on fulfillment of specific conditions, otherwise freight will be charged on normal Class Rate. E.g. Rates for Freight Forwarder Scheme and Merry- Go-Round.
4. **Wagon Per Kilometer Rates: -** Irrespective of the goods loaded in the wagon, freight is charged on rate per km. basis. E.g. Haulage rates of Container Traffic.

5. **Station to station rates (STS):-**
   1. Objective:
      i. To garner the more traffic from road and other modes.
      ii. To compete with road transport.
   2. Definition: Station-to-station rate is a special reduced rate quoted for a particular commodity between the specific pairs of stations.
   3. Existing and new traffic will be eligible to obtain concession under this scheme.
   4. The concession under STS shall be applicable to the cluster of stations also.
   5. The concession under STS shall be after crossing the benchmark.
   6. The concession under STS shall be given from the next rake after the Benchmark NTKM has been crossed.
   7. Permitted Terminals: All terminals (Goods Shed, Warehouse, Siding, ports, CRTs, PFTs etc.)
   8. Restricted commodities:-
      i. All commodities with classification below Class-100.
      ii. All commodities under the Main Commodity head “Coal and coke”.
      iii. Iron ores (all types)
      iv. Military traffic, POL, RMC.
   9. The concession under STS shall be given only after execution of agreement between the railway administration and party.
   10. **Agreement period:** Maximum = 3 years, minimum = 1 year, new agreements shall be sign every year.

Unclassified Goods: -IRCA Goods Tariff No. 41 P-1 V-1 Rule No. 181.
The commodity which is not classified in the General Classification Book is known as unclassified goods. At the time of booking such Goods, the freight will be collected as per the type of wagons used for loading at composite class rate as below:-

Type of Wagon	**Composite Class Rate**
Tank wagon	200
Flat wagon	180
Open/Hopper wagon	160
Covered wagon	150

A sample of such goods along with the report containing type of commodity, its characteristics and suggested probable class rate will be sent to CCM office. After this, CCM office will sent this sample with detailed report to IRCA office. At IRCA office the Commercial Committee will assign a Permanent Class Rate after discussion. This class rate will be informed to all the stations.

General Classification of Goods:-

1. Classes for all types of commodities are given in this book. These class rates are applicable for Train Load Consignment.
2. For charging of Goods, 23 class rate have been fixed which are as under : -

   Class rated commodities - (low class rate-LR3, LR3A, LR2, LR1), 100, 100A, 110, 120, 120A, 130, 130A, 140, 140A, 145, 145A, 150, 160, 165, 170, 180,180A, 190 & 200.

   LR3 in the lowest class rate and 200 is the highest class rate. If goods are to be booked as wagon load, then class rate will be applicable as under :-

Trainload Class Rate	Wagonload Class Rate
Applicable class	Train load rate + 5%

∗(As per RC10.11.5.20 wagon load rate will be 5% more than applicable class up to 12.05.2021)

Only BG traffic will be charged in the above manner. If traffic is booked on MG & NG, charging will be done at one class rate higher.

Following columns are there in the General Classification Book.

1. **Group Number**: - Every main head has been given a Group Number.
2. **Name of Commodity**: - Name of commodity is printed in this column.
3. **Packing condition: -** In this column Specific / Special / General packing conditions applicable to that commodity are given.
4. **Risk Rate -** In this column, if risk rate is given as ‘OR’ the goods will be booked at Owner’s Risk and if nothing is written in the column against any goods, the same will be booked at Railway Risk. If goods of OR are to be booked at RR, 20% additional freight will be charged.

5. **Type of Commodity: -** In this column type of commodity is given. Against normal commodities nothing is written, but against dangerous goods small 'd' is written.
6. **Base Class (Train Load):-** In this column Train load class applicable to that commodity is given.

Wagon Load consignment -

1. When indents are registered by consignor for wagons less than standard rake size, supplied wagons are loaded and freight is charged at wagon load class rates, such consignments are known as Wagon load consignments. Wagon load consignments are charged at permissible carrying capacity of the wagons.
2. Wagon registration fee is collected at the time of registration of indent. After supply of wagon goods are directly loaded in wagons by consignor.

Rates of Wagon Registration Fee:

Guage	**Per wagon**
B.G.	₹. 1500/-
M.G	₹. 1500/-
N.G.	₹. 1500/-

(+5% Goods and service tax)

In the book of general classification Train load class for each commodity is given. They will be charged at wagon load class rates as under:-

Trainload Class Rate	**Wagonload Class Rate**
Applicable class	**Train load rate + 5%**

∗(As per RC10.11.5.20 wagon load rate will be 5% more than applicable class up to 12.05.2021)

If booked on MG & NG, freight will be charged at one class rate higher of the trainload class, exception Goods in class 200 (for trainload), 5% surcharge will be levied for booking in wagonload.

Train Load Consignment: - (TLC)

When indent are registered by consignor for wagons in accordance with prescribed standard rake size, supplied wagon are loaded and freight is charged at Train load class rate, such consignment is called as Train Load Consignment.

Train Load Class rates are lower in comparison with wagon load class rate. Train load consignment has given priorities as comparison to wagon load Consignments.

The number of wagons for standard rake in train load consignments is as under and indent should be placed for this numbers of wagons.

Standard Rake size for Train load.

S.No	Type of wagons	Standard rake size	Minimum number of wagons for train load.
Open Wagon			
1.	BOXN, BOXNHS, BOSNHSM1,BOXNM1,BOXNHA, BOXNEL, BOXNLW, BOXNCR	59	58*
2.	BOX	35	30
3.	BOST	45	43
4.	BKCX	32	30
5.	BOY , BOYN, BOYEL	53	50
6.	BOXNHL	58	57
Hopper Wagon			
7.	BOBR	53	50
8.	BOBRN	59	56
9.	BOBRNHS	59	57
10.	BOBYNHS	54	52
11.	BOB, BOBC, BOBX, BOXK, BOBS	40	40
12.	BOBSN, BOBY / BOBYN,BOBSNM1	53	48**
13.	BOBSNM1	53	48
Flat Wagon			
14.	BRN / BRNA / BFNS / BRNAHS	43	41
15.	BRH / BRS	35	30
16.	BFR / BFK / BFKI	35	30
17.	BRHNEHS	42	40
18.	BFNS 22.9T	42	41
Covered Wagon			
19.	BCN / BCXN ******	41	39
20.	BCNA / BCNAHS ******	42	40
21.	BCX	40	35
22.	BCCN	30	29
23.	NMG	25	24
24.	BCNHL	58	57

25	BCFC (Food grains)	59	58
Tank Wagon			
26.	BTFLN	48	46
27.	BCCW (Bulk Cement)	58	56
28.	BTPGLN, BTPG	32	30
29.	Tank Wagon (4 wheeler) @	72	68
30.	Tank Wagon - TG type (4 wheeler)	64	62
31.	BTAP (Aluminum Powder)	51	49
32.	BTCS(Caustic Soda)	59	57
33.	BTAL(Ammonia Liquefied)	35	32
34.	BTPN	50	49
35.	BTPH	48	46
36.	**Mixed Rakes (BG)**		
	BOXN + BOYN BOX + BFR / BRH∗∗∗ BOXN + BRN/BRNA/BRNAHS/ BOST/ BFNS∗∗∗∗ BOST + BRN/BRNA/BRNAHS/ BFNS∗∗∗∗∗ BCN/BCNA/BCNAHS/BCXN∗∗∗∗∗∗ BTPN + BTCS	55 35 45 43 41 55	55 (min 15 of each type) 30 (min 10 of each type) 40 (min 10 of each type and max 20 BOXN wagons) 41 (min10 of each type) 38 55(max 25 BTPN wagons)
37	Meter Gauge Wagons (i) MG to MG (ii) MG to BG		34 (in terms of 4 wheelers) 90 (in terms of 4 wheelers)
38	DBKM	36	35

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

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

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

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

***** BRN, BRNA, BRNAHS & BFNS wagons may be treated as one type and BOST as another type for reckoning the minimum 10 number of each type.

****** 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.

@ For TNPM sdg of IOC, standard rake size of tank wagons (4 wheeler) is 65 wagons and min no. of wagons required to be loaded for awailing train load benefit is 64 wagons.

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@ For TNPM sdg of IOC, standard rake size of tank wagons (4 wheeler) is 65 wagons and min no. of wagons required to be loaded for awailing train load benefit is 64 wagons.

General Rules for train load consignments:-

1. Forwarding and destination stations shall be nominated for half /full rake handing.
2. For availing benefit of train load class rates, indent should be placed for standard rake size.
3. The wagons for which standard rake size is not fixed, for such wagons minimum weight condition is 1400 tonnes.
4. If the fit wagons supplied by the Railway administration are less than standard rake size, party has to load all fit wagons to get the benefit of train load.
5. If wagons required for train load (standard size / minimum no.) could not be supplied and indent is not cancelled, benefits of trainload should be given, but Railway Administration should record the reasons for such supply.
6. If rake is split up during transit for operational reasons, benefit of train load will be given.
7. Supply of all the wagons should be done at same time in case of train load consignments. However in case of supply in parts benefit of train load rates should be given.
8. In special circumstances benefit of train load class rate can be given to such train load consignment which originates from one place and ends at two places or originates from two places and ends at one place. For which rules are as under :-
   a. One of the two places is a serving station and the other its siding or both are siding served by the same serving station.
   b. Two IBP - Independent Booking Point siding under one serving stations.
   c. The stations may be different, if approved by Railway Board.
9. If wagons are loaded with more than one commodity then higher class rates commodities freight will be charged. Maximum two commodities can be loaded in a wagon.
10. In case of rakes loaded from two points, at least 10 wagons should be loaded from each point and in case of rakes loaded to two points; at least 10 wagons should be loaded to each point.
11. For the allotment of rake, Indent of BCNgroup and BCNHL group will be treated as interchangeable.
12. For the allotment of rake, Indent of BOSTgroup and BRB/ BRNA/ BRNAHS/ BFNS group will be treated as interchangeable.

13. This transportation product is applicable to all types of wagons and systems over BG and MG.
14. Party has to pay all other applicable charges as per rule like busy season surcharge, congestion surcharge and development charge etc.

Issue of Invoice Number in Goods Traffic:-

The serial number given to consignments booked between two stations is known as Invoice number. At a particulars forwarding station separate invoice numbers are given for separate destinations. While booking Railway material consignments, separate invoice numbers are given prefixed with 'R'. Separate invoice numbers will be given for traffic booked to same destination via different routes. Period of invoicing is 6 months which are as under:

i. From 01st April to 30th September.
ii. From 01st October to 31st March.

At every Goods Shed following Invoice Index Registers are maintained: -

i. Outward Invoice Index Register - Local
ii. Outward Invoice Index Register - Foreign
iii. Inward Invoice Index Register - Local
iv. Inward Invoice Index Register - Foreign

Following details are maintained in an Invoice Index Register-

i. Name of Station
ii. Distance
iii. Route
iv. Invoice number
v. Railway Receipt
vi. Date
vii. Signature of employee

At the time of invoicing if any number is left or given double by mistake, information should be given to destination station.

Objective for giving Invoice number:

1. To keep record of the number of consignments booked to a particular destination station within a specific period.
2. To keep record of the number of consignments received from a particular forwarding station within a specific period.

Invoice Book / Railway Receipt Book:-

This is an important money value book and should be kept in safe custody. Separate books are kept for General Goods, Railway Material, and Coal. Similarly Railway separate books are maintained for local and foreign traffic. These books are as under:-

i. Invoice book for Local Traffic - Paid
ii. Invoice book for Local Traffic - To pay
iii. Invoice book for Foreign Traffic- Paid
iv. Invoice book for Foreign Traffic- To pay

For local traffic Railway receipt is prepared in four foils and for foreign traffic in five foils:-

1. Record.
2. Railway Receipt.
3. Accounts.
4. Invoice.
5. Transit invoice only in foreign traffic.

Serial numbers are printed on this book and is prepared with the help of double sided carbon. Disposal of foils is as under:-

1. **Record: -** This foil is kept as record along with forwarding note at forwarding station.
2. **Railway Receipt: -** This foil is meant for party and on the basis of this foil delivery is granted at destination station. At the time of giving receipt to party, Railway receipt number will be entered in a specific register and party's signature will be taken.
3. **Account: -**Accounts foils shall be sent to Accounts office on nominated days through Commercial courier.
4. **Invoice: -** This foil is meant for destination station. It is sent to destination station by first available train in case of Local traffic and by post in case of Foreign Traffic.
5. **Transit Invoice: -** This foil is prepared only in case of foreign traffic and is kept in the wagon along with goods.

Abstract Invoice: - This is a printed form prepared for local traffic. Details of wagon and booking particulars are written on it and kept in the wagon along with goods.

Preparation of Railway Receipt -Section 65 of Railway Act - Railway Administration issues Railway receipt under this section. It is treated as a prima facie legal document.

Railway Receipt is not issued in duplicate and not in favour of more than one consignee. Railway Receipt is prepared on the basis of information filled in by the railway employee on the back portion of Forwarding Note. Maximum 12 Railway receipts can be issued for a wagon. For this ₹.**300/-** will be collected per additional Railway receipt.

Railway Receipt is having various columns like -

1. Wagon Number
2. Forwarding Note Number
3. Invoice Number
4. Name of Forwarding & Destination station
5. Distance, Rate, Class
6. Total freight
7. Date of booking
8. Name & Address of Consignor & Consignee
9. Number of packages
10. Description of goods
11. Railway marking
12. Actual and chargeable weight
13. Undercharges.
14. Overcharges etc.

Remarks given on Forwarding Note should also be written on Railway Receipt like -

i. Any damage or deficiency in packing condition
ii. If packages are in broken or damaged condition
iii. Regarding permit or license
iv. Remarks regarding weighment of goods enroute on weigh bridge.

CHAPTER 3:- Booking of various types of Goods.

Booking of Live Stock:

IRCA Goods Tariff No.41, P1, V1 Rule No. 401 to 416,
Chapter No. 4 & IRCM V1, Rule No. - 1467

1. For booking of livestock, owner is required to give 24 hours advance intimation to the Station Manager of forwarding station.
2. Forwarding Note No. Com 627 F should be executed.
3. For booking of livestock, "Transportation of Animal Rules, 1978" issued by Agricultural Ministry of Government of India, should be followed.
4. Livestock will not be booked to / from following sections -
   1. Neral - Matheran
   2. Pachora - Jamner
   3. Murtizapur - Yavatmal
   4. Murtizaput - Achalpur
   5. Goods shed located in the jurisdiction of Mumbai city.

1. **Determination of place as per weight for booking animals booking** :-

Weigt	Space
Up to 200 K.G.	1.00 sqm.
More than 200 K.G. up to 300 K.G.	1.20 sqm.
More than 300 K.G. up to 400 K.G.	1.40 sqm.
More than 400 K.G.	2.0 sqm.

2. **Determination of place for booking Horse booking** :-

	Space
Setline Horse	2.25 sqm.
Female Mare (pregnant)	2.00 sqm.
Horseshoe	1.50 sqm.
Horseshoe age from 6 to 12 month	1.40 sqm.
Horseshoe age more than 12 up to 18 month	1.60 sqm.
Horseshoe age more than 18 month up to 2 years	2.00 sqm.
Female Mare with 6 month shoe	2.25

Determination of place as per weight for booking Sheep & Goat

Weigt	Space	Without wool
Up to 20 K.G.	0.17 sqm.	0.16 sqm.
More than 20 up to 25 K.G	.19 sqm.	0.18sqm.
More 25 K.G. up to 30 K.G.	0.23 sqm.	0.22sqm.
More than 30 up to 40 K.G	0.27 sqm.	0.25sqm.
More than 40 K.G.	0.32 sqm.	0.29sqm.

Booking of PIG :-

As per Railway act section 103 monitory liability of Railway as mention below-

B.G. :- Area for Wagon/ VPU is 63.55 Sqm. No of pig 104 (per pig area 0.61 Sqm.) "

5. Monetary liability of railway administration as per section 103 of railway Act is as under :-

Animal	**Monetary Liability per animal (₹.)**
Elephant	6000/-
Horses	3000/-
Horned cattle, Camel, Giraffe	800/-
Small animal/birds	120/-

6. If the actual value of livestock is more than the above mentioned liability and party wants that the Railway's liability should be up to the actual value of livestock, then the party should declare the actual value of livestock on the forwarding Note and also mention whether he is willing to pay percentage charge or not. On payment of percentage charges Railway's liability will be up to the declared value/market value; otherwise it will be up to Monetary Liability of Railway.
7. No. of animals which can be carried in a four wheeler wagon has been fixed. When loaded in 8 wheeler wagons the number of animals will be doubled.
8. As per Section 101 of Railway Act, Railway Administration shall not be responsible for loss or destruction or injuries to any animal, arising from fear or restiveness of the animal, or from overloading animals.

9. Livestock will be charged at class LR-3(for wagon load class 120)
10. Livestock will be charged at permissible carrying capacity of the wagon.
11. At destination station, if animals in addition to prescribed limits are detected, undercharges will be collected proportionately.
12. Attendants are mandatory in wagon while loading animals; otherwise they will not be booked. Following number of attendants can travel free of cost.

With a 4 wheeler BG wagon	1 Attendant
With a 8 wheeler BG wagon	2 Attendants
When a BG wagon is booked to MG to NG or vice-versa	2 Attendants

13. Maximum two additional attendants can be permitted, who should have IInd class ordinary ticket. Ticket number should be written on Railway receipt.
14. Consignor will have to execute an indemnity bond for every attendant. Attendant will be responsible for feeding and taking care of animals.
15. After completing journey of 320 km. livestock will be given rest at owners risk at a junction or major station (only once)
16. With the animals following quantity of Grains and other articles can be carried with the animals -

Particulars	Per Horse / Mule	Per Horned Cattle
Kit with bucket	40 Kg	20 Kg
Grains(Every 160 Km or part thereof)	10 Kg	05 Kg
Grass	No limit	No limit

17. A certificate stating that 'the animals are not suffering from any infectious/contagious disease' from a veterinary doctor should be presented.
18. A label should be tied around animals' neck on which name and address of consignor & consignee, telephone number and certificate number should be written.
19. Consignor should ensure that first aid kit is made available

20. Ramps in adequate quantity of size 5 mtrs in length and 1.5 mtrs in width should be made available by consignor.
21. Grass in adequate quantity should be spread on floor of the wagon
22. Consignor should produce a certificate issued by an officer of State Government or District Magistrate.
23. Loading / unloading of livestock should be done at stations with high level platforms and having adequate facility of water.
24. Railway employee should supervise loading to prevent overloading of animals.
25. In states, where animal slaughter is banned, consignee should give a declaration at destination station that the livestock are not meant for slaughter.

Contraband goods and intoxicating goods Contraband goods:

Contraband goods:-

Contraband goods include arms, ammunition, and military stores.

a. Arms- Fire-arms, bayonets, swords, daggers, spears, bows and arrows etc.
b. Ammunition - Dynamite, Land mines, chlorate etc.
c. Military stores - Material notified as to in Gazette of Central Government.

Rules:-

1. For booking of contraband goods license is required, except for the following circumstances-
   a. Booking such goods on orders of Central / State Government.
   b. When booked by a person who is lawfully entitled to possess contraband goods,
   c. At the time of export/import of contraband goods.
   d. While booking chlorate for industrial/agricultural/ medicinal use.
2. Two copies of license should be produced along with forwarding note at the time of booking contraband goods. Details mentioned in forwarding note and goods brought for booking should be tallied with license.
3. Arms, ammunition or military stores should be written on packages.
4. At the time of preparation of Railway Receipt, License number should be written on Railway Receipt and Railway Receipt number on License.
5. One copy of license will be kept as record along with forwarding note and the other copy will be sent to destination station.
6. Booking and carriage of contraband goods will be done by the route mentioned in the license.
7. Contraband goods should be stacked at a safe place.
8. Separate summary should be prepared for contraband goods.
9. Information will be given to junction station and RPF for safe transportation.
10. All packages/wagons should be dispatched at a time
11. Contraband goods should not be detained enroute. But nominated officer can detain them for investigation.

12. If packages are found in broken state, GRP and RPF should be informed immediately.
13. Delivery will be given at destination station in presence of RPF.
14. Consignee should produce a copy of license along with Railway Receipt at the time of delivery.
15. Unclaimed contraband goods will not be auctioned, and instead will be handed over to concerned department.
16. If consignment does not reach destination station within reasonable time, tracing should be initiated.

Intoxicating goods:-

Intoxicating goods means intoxicating goods as defined in the Act of the states on which forwarding and destination stations are situated.
eg:-Liquor, Heroin, Opium, Cocaine, Ganja etc.

General Rules:-

1. For booking intoxicating goods, permit or pass should be produced containing the following information.
   a. Name and address of consignor.
   b. Name and address of consignee.
   c. If any person is escorting the consignment, his name and address.
   d. Name of forwarding and destination station
   e. Number of packages, their weight, and contents.
   f. Validity of the permit.
2. Seal of the officer granting the permit must be affixed with on each package.
3. Two copies of permit shall be produced along with forwarding note. Details mentioned in the forwarding note and goods should be tallied with permit.
4. At the time of preparation of railway receipt, permit number should be written on the Railway Receipt and Railway receipt number should be written on the permit.
5. One copy of permit shall be kept as record along with the forwarding note and the other copy will be sent to the destination station.

6. Booking and carriage of intoxicating goods will be by the route mentioned in the permit.
7. These goods should always be kept in lock.
8. Separate summary will be prepared for intoxicating goods.
9. All packages/wagons should be dispatched at a time.
10. Intoxicating goods should not be detained enroute but nominated officers can detain them for investigations.
11. If packages are found in broken state GRP and RPF should be informed immediately.
12. Delivery will be given at destination station in presence of RPF.
13. Unclaimed intoxicating goods will not be auctioned and instead will be handed over to concerned department.
14. If consignment does not reach destination station within reasonable time, tracing should be initiated.

Booking of Dangerous and Explosive Goods:-

Definition - Goods likely to endanger the life and damage property and against which'd' is written in 'General Classification Book, are known as dangerous Goods. Rules mentioned in IRCA Red tariff no. 20 should be followed at the time of acceptance, booking, carriage, stacking, and handling of dangerous goods. There are eight chapters in this book.

Section 67 of Railway Act - According to this section, No person can bring dangerous or offensive goods to Railway premises without permission. For booking of dangerous goods, advance intimation should be given to Station Manager and type of dangerous goods should be also mentioned.

Section 164 of railway Act - According to this section, If any person contravenes the provisions of section 67 i.e. carries with him dangerous goods without permission to Railway premises, he shall be punishable with fine up to ₹. 1000 or imprisonment up to 3 years or both. He shall also be responsible for any loss or damage caused due to above act.

Dangerous goods have been classified into 8 groups as under:-

1. Explosives
2. Petroleum and other inflammable goods.
3. Gases compressed liquified or dissolved under pressure.
4. Inflammable solids
5. Oxidizing substance
6. Acids and other corrosives
7. Poisonous substances
8. Radio Active material

General Rules for booking of Dangerous Goods:-

1. Dangerous goods will be accepted on nominated days.
2. Forwarding Note No. Com 628 F should be executed.
3. Mixed consignment will not be accepted.
4. Pictorial label should be pasted on packages / wagons containing dangerous goods.
5. Red pencil should be used for writing on seal cards and pocket labels.

6. Rivets and nut bolts should not be used on wagons containing dangerous goods. Private locks can be used.
7. Packages should be handled carefully.
8. Lead wire seal should be used.

Explosive goods - Explosive goods are classified into 7 classes:-

1. Gun powder
2. Nitrate mixture∗
3. Nitro compound
4. Chlorate mixture
5. Fulminate∗
6. Ammunition
7. Fireworks∗ (∗= these commodities shall not be booked.

Acceptance / Booking of Explosive good:-

1. For booking of explosive goods advance intimation of 48 hours should be given.
2. Following information should be furnished on forwarding note.
   a. Correct name of explosive goods
   b. Class and division of explosive goods
   c. Actual weight
3. At the time of booking these goods ‘H Certificate” issued by Inspector of Explosives, should be produced in two copies.
4. For explosives coming under Nitro compound class. “A Form” should be produced.
5. One copy of certificate will be kept as record and other will be sent to destination station.
6. These goods will be accepted daily, but at small goods shed/station these goods will be accepted only on nominated days.
7. Weight of one package containing explosive goods should not exceed 50 kg.
8. When weight of one package exceeds 35 kilograms, handles should be provided.
9. Explosive goods should be stacked in locked rooms away from station.

10. Tarpaulins should be used for to protect the explosives from sun & water.
11. Explosive goods will not be booked by longer route normally, but to prevent transshipment, they can be booked by a longer route.

Handling of Explosive Goods:-

Following precautions should be taken while handling explosive goods:-

1. Handling should be done in presence of authorized Railway employee.
2. Handling will be done during day time, exception being packages loaded in brake van.
3. Heavy packages should be handled by two or more persons.
4. Packages with explosive goods should not be thrown, dropped down, & dragged along the ground.
5. Trolleys should not be used for carriage.
6. No open fire should be ignited within 15 meter.
7. Handling persons should not wear shoes with iron soles.
8. Handling persons should not be in a state of intoxication.
9. Handling persons are prohibited from smoking.
10. Handling persons should not be below the age of 18 yr.
11. Handling persons should not possess match boxes, lighters, knives.
12. Entry of unauthorized persons in handling area is prohibited.
13. Explosives should not be loaded in Open wagons.
14. Explosives should be loaded up to 50% of carrying capacity of the wagon.
15. At a time at one station maximum 10 wagons can be loaded.
16. Only one layer of packages should be loaded in a wagon, but if the packages are of same size and weight, they can be loaded up to 5 layers.
17. Separate summary should be prepared for explosive goods.
18. Loose, Fly, Rough, Hump shunting should not be done of wagons loaded with explosive goods.
19. Shunting of wagons loaded with explosive goods should be done in presence of authorized employees and speed should not exceed 8 KMPH.
20. After opening the wagon door nobody should enter immediately.

21. If such consignment does not reach destination station within reasonable time, tracing should be initiated and message should be sent to intermediate junction stations.
22. Responsibility of Railway in case of explosive goods will be up to termination of transit time. After termination of transit time, Railway will not be responsible.

Delivery of explosive goods: - Delivery of explosive goods should be granted immediately at destination station. If such consignments remain unclaimed, legal notice will be given as per Section 84 and will be disposed off as per orders of DCM. Explosive goods will not be auctioned and instead will be handed over to concerned department.

Following explosive goods can be loaded in brake van of ordinary trains, parcel trains or mixed trains:-

1. Nobel safety electric fuse
2. Railway fog signal
3. Safety fuse
4. Detonators (Maximum - 200 nos.) (226.79 Kgs.)
5. Fine works (10 kgs.)
6. Gun power (37.5 kgs.)
7. Nitro compound (705 kg.).
8. Amorces(0.45 kg.).

Offensive Goods: - Goods which gives out bad smell and liable to spoil other goods by their contact are known as offensive goods.

Section 67 of Railway Act: - According to this section, No person is permitted to bring Dangerous or Offensive Goods to railway premises. For booking of offensive goods advance intimation should be given to Station Manager.

Section 165 of Railway Act: -According to this section, any person contravenes the provisions of Section 67, i.e. carries with him Offensive Goods without permission to Railway premises; he shall be punishable with fine of ₹. 500/-. He shall also be responsible for any loss, or damage caused due to above act.

Types of Offensive Goods:-

1. Dry Blood
2. Corpses
3. Carcasses of dead animals
4. Bones excluding bones bleached and cleaned for production of articles.
5. Municipal or street sweepings or refuse.
6. All manures except chemical manures
7. Rags other than oily rags.
8. Any decayed animal or vegetables.
9. Parts of human body, ashes, skeleton

Rules for booking and carriage:-

1. Offensive goods should not be stacked at station.
2. Entire consignment should be brought together and loaded directly to the wagons.
3. These goods should not be loaded with general goods.
4. Loading and unloading of such goods will be done by consignor or consignee.
5. Pre-payment of freight is compulsory.
6. These goods should be loaded and charged as per permissible carrying capacity of wagon.

7. These goods should not be kept with general goods. If these goods are to be kept with general goods, they should be kept at a safe distance.
8. Other general rules will apply.

Booking of Railway Material consignment (RMC):-

1. For booking RMC Forwarding Note No. T-1601 should be executed. Wagon registration fee will not be collected.
2. For payment of freight credit notes duly signed by in charge will be accepted.
3. RMC credit note should be used only for carriage of Railway material & Stores booked by and to Railway official in their official capacity.
4. RMC credit note book will be supplied to officers who are authorized to issue the same. It is prepared in 3 copies.

    a. Record b. Booking Station c. Accounts office.
5. RMC which are carried free of cost are listed in IRCA goods tariff and coaching tariff. Free service way bill (FSW) is issued at the time of booking of such goods.
6. When RMC are booked under general service, rules applicable to general traffic will be followed viz. wharfage and demurrage charges, free time etc.
7. Charging of all types of RMC shall be done at notified class rate of the commodity.
8. If RMC is booked in train load in departmental wagons, then charges with a concession of 30% shall be levied. No other charges/ surcharge shall be levied i.e. busy season surcharge, etc.
9. If a rake consists of more than one commodity, it shall be charged on per wagon basis for the type of commodity loaded. If a wagon contains more than one commodity highest class of the commodity loaded in that wagon shall be charged.
10. These charges shall be levied as per stenciled CC in case of departmental wagons and in case of general service wagons as per notified PCC.

11. Siding charges will not be collected when RMC are booked from private/railway siding (Both in case of Departmental + General Service wagons.)
12. Demurrage charges will not be collected on departmental wagons and on condemned wagons of general service.
13. At Railway premises, used exclusively for handling of RMC, wharfage charges will not be collected. But at Goods sheds/siding meant for general service wharfage will be collected at public tariff.
14. Separate delivery book will be kept at destination station for marking delivery.
15. If goods have been loaded from a siding remark - “Said to contain” and “Loading not supervised by commercial staff” should be passed on Railway Receipt.

Military Traffic:-

Construction and maintenance of sidings in Military areas is done by Railway. All expenditure will be debited to Defense Department. Only Military Traffic is booked from these siding. Railway employees look after the work at these sidings. Payment is borne by Defense department. Traffic offered by all three wings - Army, Navy and Air Force is included. Military traffic includes all types of Military Stores.

1. While booking traffic from Military sidings, Sidings charges will be collected on actual trip time basis at public tariff.
2. Indents will have to be registered for supply of wagons in Military Traffic as well.
3. Wagon registration fee will not be collected.
4. Military traffic is booked under Priority 'A'.
5. Demurrage wharfage and over dimensional consignment charges will be collected at public tariff.
6. All registers which are normally maintained at goods shed, are maintained at Military sidings as well. Balance sheet will be prepared at siding and will be sent to accounts office an nominated date.

Rates of Military Traffic:-

1. For Military traffic, freight will be charged at following classes for train load.
   a. Class LR1 - When loaded in Military wagons.(class 120 for wagon load)
   b. Class 110 - When loaded in General Service wagons.(class 150for wagon load)
2. Freight will be charged on permissible carrying capacity of wagons.
3. Freight will be charged at wagon load class rate, in case wagons less than standard Rake size is indented for.

CHAPTER 4:- Loading of Goods

Loading Register:-

Details of outward consignments are recorded in loading register.This register has following columns:-

1. Invoice number
2. Railway Receipt number and date
3. To station
4. Wagon Nos.
5. Owning Railway
6. Type of wagon
7. Carrying capacity
8. Tare weight
9. Floor area
10. No of packages
11. Description goods
12. Weight
13. Railway marking
14. Placement date and time of wagons for loading in goods shed.
15. Date & time of loading completion.
16. Signature of loading supervision.
17. Remarks.

Loading Precautions-

In covered wagons -

1. While selecting a wagon following aspects should be examined
   a. Water tight/ non-water tight
   b. Return Date
   c. Wagon doors and parcels
   d. Sealing arrangements etc.
2. prior to loading floor of the wagons should be cleaned.
3. Package should be handed according to the directions of pictorial and instructional labels on packages.
4. Geographical and scientific loading of packages should be done.
5. Equal loading should be done on all axels of the wagon.

6. Hooks should not be used for loading of bagged consignment in wagons.
7. While loading Bagged consignment gap of 15cms should be left on all sides and 45cms near door.
8. Dangerous offensive and oily goods should not be loaded with general goods.
9. Barrels, containers or tins containing liquid substances should be loaded facing upside and rubber tyres should be used for loading and unloading.
10. While loading liquid substances in tank wagons. It should be ensured that valves of the wagon are correctly closed.

In open wagons:-

1. Goods should be loaded up to the marked spot in open wagons.
2. For safe carriage of fire wood, timber, bamboos and ballies in open wagons, wooden slicks should be used at all ends of the wagon and should be lied with ropes.
3. A check line should be drawn after loading of loose commodities.
4. Proper packing should be given near tyres while loading motor car or tractors and should be tied with chain & rope.
5. Dimension of large packages should be such and they do not exceed wagon length by 0.5 meter both sides.
6. After loading goods in BFR and BRH wagons for safe carriage goods should be tied with iron chains and special packing conditions should be followed :-
7. Height of goods loaded is open wagons should not be more than 3.5 meters on BG, 3.2 meters on MG and 2.5 meters on N.G.

During the rainy season: -

On central railway rainy seasons is from 1st June to 31st October, exception - Manmad - Daund - Pune section where it is from 1st May to 31 October.

Following rules should be followed during rainy seasons to prevent goods from getting damaged.

1. Goods sheds should be repaired prior to start of mansoon.
2. Goods likely to damage by rain water should always be stacked in covered goods sheds.
3. If no room is available in covered goods sheds, they should be tacked in a safe place and covered with tarpaulin.
4. Tarpaulins as per requirements should be called for.
5. Goods prone to damage by rain/water should always be loaded in covered and water light wagon.
6. In open wagon, bagged consignments should be loaded in a conical shape, should be covered with tarpaulins and tied with rope.
7. Goods should be properly examined at the time of acceptance
8. If any defect is noticed in goods at the time of acceptance, a remark to that effect should be obtained on forwarding note and same should be passed on Railway receipts as well.
9. Bituminized gunny strips should be used while closing door.
10. Efforts should be made to deliver goods prove to damage by rain/water at the earliest.
11. If any commodity has a nature of absorbing moisture, such remark should be obtained on forwarding note and remark should be passed on Railway receipt as well.

Claim arising against railways can be minimized if above mentioned loading and monsoon precautions are followed.

Riveting, Sealing, Locking -

Rivetting :-

Object:-

i. To prevent wagon doors from opening during transit,

ii. Safely of goods.

On every closed wagon door there is an arrangement to affix 5 rivets. After affixing the rivets should be titled in an angle of 90 degrees. In case nut bolts are used in place or rivets, threads of the bolt should be defaced after placing bolt into the nut.

Wagons loaded with following goods should not be riveted:-

a) Dangerous and explosive goods
b) Offensive goods
c) Dry goods
d) Firewood
e) Minerals
f) Charcoal
g) Livestock
h) h)Inflammable goods

Sealing:

After riveting the wagon, seals are affixed on seal card tied with wagon door. Seals are affixed on each door of covered wagons and each handle of open wagons.

Objects:-

1. To detect any illegal interference to the wagon during transit.
2. To send the wagon to correct destination.
3. Safety of goods.

Type of seals:-

1. Wax/ Lakh seal
2. Lead wire seal

Wax / Lakh Seal:-

This seal is affixed on wagons loaded with general goods. Following materials are required for affixing this seal -

1. Cotton tape
2. Seal card.
3. Wax / Lakh
4. Lamp
5. Station seal

Lead wire seal: - This seal is affixed on wagons loaded with dangerous goods. Following materials are required for affixing this seal.

1. Lead wine
2. Small lead tablet
3. Seal card
4. Punch of station.

Locking:-

After the wagon has been riveted and sealed by Railway, consignor can lock the wagon by using personal locked if he desires. In case private lock is affixed, such remark should be passed on seal-card, summary and railway receipt. Keys should be deposited with station master. Which will be put in an envelope and send to destination station with guard. Whenever required for transshipment points or other places, Railway has right to open/break the lock.

If the consignee does not make arrangement to unload goods at destination station, Railway administration is empowered to unload the goods after opening/breaking the lock.

Defective Seal:-

Seals which are not affixed or not found as per rules are known as defective seals, such as:

1. Double impression of station seal
2. Seal without seal card.
3. Wax/lead tablet found broken
4. More than one knot on cotton tape
5. Seal & Seal card separated
6. Tape/lead wire found in one ring of the door.
7. Ring of the door found open

Checking of Seals:-

1. **Checking of seals at forwarding station**: At forwarding station guard should check the seals. If seals are found with intact card but rivets are found missing, then rivets should be affixed again and remark should be passed in seal check Register. But if seals are found defective or missing then guard should issue memo to station master for checking of goods. Goods will be checked in presence of RPF.

2. Checking of seals at Intermediate station -

i. At Intermediate stations were trains halt for adequate time, seals should be checked by Station master, RPF and guard. If rivets are found missing, then rivets should be affixed again and such remark should be passed in seal check register. If seals are found defective then guard should issue a memo to Station master for checking of goods. Goods will be checked in presence of RPF.

ii. If checking of goods is not possible on train itself, then the wagon will be re-sealed with signatures of station master, RPF and guard on the seal card. The wagon will be detached and goods will be checked in presence of RPF. Seals will be kept in safe custody. Wagon will be resealed and dispatched to destination station.

iii. If facilities for checking do not exist at the station master wagon will resealed as per rules and will be dispatched by the some train to a station where such facilities exists and message will be given to that station.

iv. Wagons loaded with perishable goods will not be detached enroute, instead they will be resealed and dispatched to destination station. Message will be given to destination station for checking of goods, a copy of the same will be given to guard.

3) **Checking of seals by guard at stations at the end of duty**: -

At The last station of his run, guard should check the seals and handover complete charge of train to his reliever. At the time of handing over charge, if rivets are missing they will be affixed again and remark should be passed in seal check register. If defective seals are found he should issue a memo to station master for checking goods.

4) **Checking of seals at destination station & wagons**: -

At destination station inward consignments will be placed for unloading at goods shed. Before unloading seals will be checked. If seals are found defective, seals will be opened and goods will be unloaded in presence of RPF. These seals will be kept in safe custody as record. If any damage or deficiency is noticed, manage will be issued.

CHAPTER 5:- Unloading of Goods.

Unloading register:-

Details of inward consignments are recorded in unloading register. Following columns are there in this book -

1. Invoice number.
2. Railway receipt number and date
3. From Station
4. Wagon Nos.
5. Owing railway
6. Type of wagon
7. Carrying capacity
8. Tare weight
9. Floor area
10. No of packages
11. Description of goods
12. Weight
13. Railway marking
14. Placement date and time of wagons for unloading goods shed.
15. Date & Time of unloading completion
16. Signature of unloading supervisor
17. Remarks

Checking of Inward invoices:-

After receipt of inward invoices at destination station, they be checked with respect to distance, class race, chargeable weight, rate per tonne, calculation of freight, other charges and total freight. If less freight has been collected, the same should be mentioned in the column of undercharges which should be collected at the time of delivery of excess freight is shown, the same should be mentioned in the column of overcharges. In case of to pay freight, correct freight will be collected by deducting over charges. But in case of paid freight over charges will be refunded by Chief Claim officer. After checking the inward invoice, entry will be done in inward invoice index register and delivery book. Inward invoices will be kept as record at destination station.

Unloading of goods:-

Wagons will be place in good shed for unloading. Details of wagons will be entered in stock book as well as and if found defective, seals will be opened in presence of RPF. All seals will be kept in safe custody. Goods will be unloaded and checked in presence of RPF. It will be seen as to whether packages have been received in accordance with seal card and pocket level.

At the time of unloading adequate preconditions should be observed, especially for valuable, dangerous and explosive goods etc. Similarly goods should be handled as per labels pasted on the packages. During unloading if packages are found broken or less of packages are received, goods should be reweighted and information should be given to forwarding and other concerned stations.

Re-weighment of Goods:-

Object:

1. To ascertain extent of shortage in damaged packages
2. Calculation of under charges
3. To prevent leakage of revenue.

At all stations on receipt of damaged packages, they should be reweighed, Ten percent of the received inward consignment should be reweighed and entry should be made in re-weighment register. On reweighment, if excess weight is found undercharges will be collected and if less weight is found over charge will be refunded. In wagons load consignments if all packages are of similar weight, then 10% packages will be reweighed. It all packages are not of equal size & weight, and then group will be formed of packages with similar size and weight. 10% package from each group will be weighed to arrive at weight of the entire consignment.

If party request for reweighment of wagon load consignments, wagons will be weighed on weigh bridges and reweighment charges will be collected as under:

1. For 8 wheeler BG wagon - ₹. 7500/wagon
2. For 8 wheeler MG wagon - ₹. 1500/wagon

If weight bridge is not available at destination station the wagons will be sent to nearest station having weight bridge, for which haulage charges will be collected as under -

1. For 8 wheeler BG wagon - ₹. 7500/wagon
2. For 8 wheeler MG wagon - ₹. 1500/wagon

Damages and deficiency post card (DDPC):-

This is a printed card which is sent by post after writing required information and affixing service stamps. DDPC is issued in following conditions:-

1. Packages are received in broken condition
2. Packages are received in damaged condition.
3. Packages are received in leaking condition
4. Packages are received in torn condition.
5. Packages are received in loose condition.

DDPC should be issued on the same day on which goods have been unloaded. DDPC should be addressed to the last sealing station, and its copy should be sent to all concerned stations, officers GRP & RPF. Following information will be written on DDPC:

1. Name of station issuing DDPC, date & time
2. DDPC No.
3. Wagon no, owning railway and type of wagon.
4. Description of seals - Type and condition
5. Total no. of packages.
6. No. of damaged packages.
7. Weight on reweighment of damaged packages
8. Position of damaged packages in the wagon
9. Wagon - WT / NWT
10. RPF number.

DDPC will be signed by Station master and station stamp will be affixed. After issuing lost DDPC following remark will be passed in DDPC register.

"Last DDPC No. ------ issued on date---- Next DDPC No.----- to be issued"

Damage and Deficiency Message (DD Message):-

Then this message will be written on a telegram form and sent. This message should be issued within 6 hrs of the time of opening the wagon. Telegraphic codes will be used at the time of issuing this message.

DD message is issued in following conditions:-

a. Packages received short in number.
b. Packages received excess in number.
c. Packages exchanged.

Following information will be written on DD message:-

1. Name of station issuing DD message, date & time.
2. DD message No.
3. Wagon No., owning Railway type of wagon.
4. Description of seals, type & conditions
5. Total no. of packages.
6. No of packages received short/excess/exchanged
7. Wagon - WT or NWT
8. RPF Number.

After issuing last DD message following remark will be passed in the DD message register.

“Last DD message No. ---- issued on date---, Next DD message no----- to be issued”

As per extent of damage DDPC & DD message have been classified as under:-

D1 - When the estimated loss of goods is more than ₹. 5000/-

D2 - When the estimated loss of goods is between ₹.2000 to ₹.5000/-

D3 - When the estimated loss of goods is less than Rs 2000/-

NIKOLO MESSAGE:-

When all the seals of a wagon are found intact but packages in the wagon are found damaged or missing, than DDPC & DD message issued is known as NIKOLO MESAGE.

WAGON TRANSFER REGISTER - (WTR) -

The date and time at which the wagons are placed for unloading and also the date & time at which they are released after unloading should be recorded in this register, signature of the consignee/Agent should be obtained against the relevant entry immediately after placement & released in token of his acceptance of the correctness of the timings.

CHAPTER 6:- DELIVERY OF GOODS

Section 76 of Railway Act -
According to this section delivery of goods will be granted on surrender of proper railway receipt. If Railway Receipt is not forth coming the delivery of goods may be granted or the execution of indemnity bond.

Section 77 of Railway Act -According to this Section, If a consignment is claimed to by two or more persons, delivery will be withheld. Delivery may be granted to the person who executes an Indemnity Bond.

Section 80 of Railway Act - According to this Section the delivery will be granted to the person presenting the railway receipt. The person producing the railway receipt is owner of goods or not and the endorsement on railway receipt is forged or otherwise, is not the responsibility of Railway administration.

Delivery book:-
Delivery book is kept at goods shed for granting delivery of goods. It will be separate for local and foreign traffic and for parcel and to-pay consignments. Following columns are there in this book,

1\. Date of receipt of invoice
2\. Name of forwarding station
3\. Code no & forwarding station
4\. Details of wagon
1\. Invoice and railway receipt no, date of booking,
2\. Name and address of consignor
3\. Name and address of consignee
4\. No. of packages, Description of goods,
5\. Railway marking, class & goods
6\. Rate per tonnes
7\. Actual weight
8\. Chargeable weight
9\. Paid or To Pay freight
10\. Undercharges.

11. Overcharges
12. Date and time of placement of wagons for unloading
13. Date and time of completion of unloading.
14. Date and time of making goods available for delivery.
15. Details of demurrage charges
16. Date of delivery
17. Signature of Railway employee.
18. Signature of consignee/agent.
19. Special remarks.

Freight and other charges due will be collected at the time of granting delivery. Date of delivery will be written in delivery book, Station master will sign on the delivery book and signature of consignee/agent will be taken Railway receipt will be collected and after cancelling it will be kept safely. Delivery of goods will be granted in this way.

Measures to prevent fraudulent delivery:-

Following aspects should be examined before granting delivery to prevent fraudulent delivery -

1. Name of Zonal railway is printed in small letters on railway receipt.
2. Railway receipt presented should be tallied with invoice.
3. If invoice has not been received then it should be tallied with other invoice received from the station.
4. Railway receipt presented should be searched in the list of lost railway receipt.
5. Railway receipt must bear the seals of forwarding station,
6. Invoice number should be checked with the Inward Invoice Index Register.
7. If goods are not received regularly from specific station, Railway receipt should be thoroughly checked before granting delivery.

Partial Delivery - IRCM V2 - Para 1850 to 1852

Partial delivery is granted as per provisions of Section 82 of Railway Act. On receipt of partial consignment the same will be connected to related invoice will be made available for delivery.

Partial consignment will be reweighed and DD message will be issued, copies of which will be sent to intermediate station. At the time of delivery, party should surrender railway receipt and pay all the charges due. For the remaining packages partial delivery certificate (PDC) will be issued. Appropriate remark will be passed in delivery book on receipt of remaining packages of the consignment delivery will be granted on surrender of partial delivery certificate. Signature will be obtained in delivery book in token of his having received full consignment.

Open Delivery and Assessment Delivery:-

General Rules:-

1. All due charges should be deposited by consignee before applying for open and assessment delivery.
2. Party should give a written application
3. Copy of beejuck should be enclosed with application. Railway employee should check the beejuck.
4. Appropriate remark will be passed by Railway employee on delivery book.
5. There should not be any delay in granting open and assessment delivery.
6. Open and assessment delivery should be given without any prejudice.
7. After granting open and assessment delivery a report is prepared in three copies -1. Party, 2. Claims Department and 3. Record.
8. Party signature will be obtained on this report, on delivery book and on beejuck.

Open Delivery-

1. **Open delivery will be granted in following circumstances**:-
    a. Packages found in broken condition.
    b. Packages found in damaged condition
    c. Packages found in Torn condition.
    d. Packages found loose
    e. While granting partial delivery.
2. Railway administration is empowered to grant open delivery as per provisions of section 81.
3. Open delivery is granted by commercial Inspector/Station Master or by competent commercial officers as per schedule of power.
4. Presence of R.P.F. is mandatory.
5. Damaged packages will be reweighed and entry will be done in re weighed register.
6. Before opening the packages remark regarding compliance of external packing conditions should be passed in the report.
7. Packages should be opened from the side they are broken.
8. After opening the packages remark regarding compliance of internal packing conditions should be passed in the report.
9. Condition of goods in the package will be examined.
10. It will be checked as to whether there was sufficient space in the package to accommodate the missing contents.
11. Goods will be tallied with invoice.
12. If mis-declaration is detected, penalty as per rules will be collected.
13. On tallying actual contents with beejuck, extent of damage is evaluated.
14. Cost of missing / damaged goods is calculated according to beejuck rate. Open delivery report will be prepared.

Assessment Delivery:-

1. Assessment delivery will be granted following circumstances.
   a) Packages / goods damaged by water.
   b) Packages / goods damaged by color
   c) Packages / goods damaged by liquid substances.

2. Application should be given by party for assessment delivery mentioning the approximate extent of damage as per him.
3. Damaged goods will be reweighed and entry will be done in reweighment register.
4. Damaged goods will be sorted in lots according to extent of damage and assessment delivery is granted on percentage basis.
5. Remarks if any on Railway receipt should be taken into consideration at the time of granting assessment delivery.
6. If goods are mechanical nature, help of employees of concerned department must be taken.
7. Assessment delivery report will be prepared.

Monetary limits for granting open & assessment delivery:-

Sr. No	**Designation**	**Monetary limit**
1	DRM/ADRM/OSD	Full powers
2	Sr. DCM	Full powers
3	DCM/DTM/AM (Sr. Scale)	Full powers
4	ACM/AM/(Sr.Scale/SM(Gaz.)	2 lakhs per case
5	DCI/CCI/SCI/CI	₹. 5000(per case)
6	CPS/CGs.	₹. 2500(per case)

Note: - Stations where there is no post of CCI, delivery will be granted by Station Master.

Memo Delivery: -

After unloading the packages entry is done in unloading book and is connected with relevant invoice. If invoice is not available/ received, then as per railway marking on packages, a memo will be prepared and entry will be done in memo delivery book. Therefore on presentation of Railway receipt, entry will be done in delivery book and delivery will be granted. In case there is no marking on packages and Railway receipt is not produced, delivery will be granted on the basis of indemnity bond with DCM's permission. In case of permissible goods of there is no marking on packages, Railway receipt is not produced and invoice is not received, cost of goods will be collected and then delivery will be granted. Separate money receipt will be issued to party. On presenting the railway receipt within 6 months, the amount will be refunded.

Value Payable System:-

While booking goods in this system, consignee's name and address is not written on the forwarding note, instead 'Self' and name of destination station is written. On the packages and Railway receipt also, 'Self' and name of destination station is written. Railway receipt will be endorsed on consignee's name by consignor.

Consignor will send railway receipt and other documents to a bank or post office at destination station. By depositing cost of goods in the bank /post office consignee will obtain Railway Receipt. On presenting railway receipt in goods shed, delivery will be granted.

Delivery in absence of RR (Delivery on the basis of Indemnity Note) Section 76 of Railway Act:-

According to this section delivery of goods will be granted on surrender of proper railway receipt. If railway receipt is not available, delivery of goods may be granted on execution of on indemnity note.

Indemnity note is a legal document on which stamp duty is levied. Stamp duty differs from state to state. Indemnity note can be obtained from goods sheds or Station Master's office. Station Master can grant delivery of goods costing up to ₹.1 lakh on the basis of indemnity note. If cost of goods exceeds this limit, delivery will be granted by DCM's permission.

Following information is written on an indemnity note:-

1. Booking particulars
2. Description of goods
3. Cost of goods
4. Name and signature of consignee
5. Signature of one surety
6. Signature of two witnesses and their complete details
7. Signature of Station Master, date and Station Seal.

Types of indemnity Note/ Bond:-

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

1. **Stamped Indemnity Note: -** Indemnity note executed on a stamp paper is known as stamped indemnity note. If goods have been booked on consignee's name and consignee is unable to produce railway receipt then delivery will be grated on execution of an indemnity note by consignee at destination station. If goods are booked to self and consignee is unable to produce railway receipt, then delivery will be granted on execution of 2 indemnity note. Out of which one should be executed by consignor with signature and stamp of station master of forwarding station and date. It should be endorse on the name of consignee. On the basis of which consignee will execute another indemnity note and delivery will be granted on production of both indemnity notes.
2. **Unstamped Indemnity Note**:- This is a printed form and is free from stamp duty. It can be obtained free of cost from goods shed or Station Master's office. This indemnity note is accepted in following circumstances:
   a) Goods booked to Government officials in their official capacity.
   b) Goods booked to registered co-operative societies.
   c) At the time of delivery of low value goods (This facility is given to certain businessmen with object of vacating space in goods sheds)
   d) Perishable consignment with perishable deposit.

3. **General Indemnity Note**:-If goods of a particulars businessman are received regularly at a station and he is unable to produce railway receipt on a regular basic, such businessman have been given the facility of General Indemnity Note. After the businessman has executed the Indemnity Note, it will be sent to Sr. DCM office for approval. Post approval it will be sent back to the station, which will be recorded in the specific register and kept as record. Validity of General Indemnity note is 3 year.

   On taking delivery on the basis of general indemnity note, railway receipt or stamped indemnity note should be produced within 10 days from the date of delivery otherwise the facility of general indemnity note will be terminated.

Note: - Delivery of goods booked to 'Self' will not be granted on the basis of general indemnity note.

Rebooking of Goods:-

"Without effecting delivery of goods at destination station, If they are booked to a new destination station or to their original forwarding station it is known as rebooking."

Following rules are applicable for Rebooking:-

1. Party should give a written application.
2. Forwarding note and original Railway receipt should be enclosed with the application
3. If party is unable to produce railway receipt indemnity note should be executed.
4. Adequate number of postal stamps should be enclosed.
5. Rebooking will not done in following cases.

a) Perishable goods

b) Goods on which percentage charges have been paid

c) Partial consignments.

6. For rebooking of wagon load or trainload consignments. Permission of DCM will be taken.
7. While rebooking of goods on which payment of freight is compulsory, freight will be collected.
8. Damaged and broken consignments will not be rebooked normally but if such remark is passed on forwarding note, Rebooking can be done.
9. At the time of rebooking, old marks will be obliterated and new making will be done.
10. Consignment will be reweighed.
11. All charges to be collected at new destination station will be shown in the new railway receipt as paid on to pay charges.
12. Following remark will be passed on new railway receipt _"Goods were originally booked from------- station to ----- station under invoice No.------ and railway receipt No.----- This consignment has been rebooked and all charges should be collected prior to deliver"

Diversion:-

"Changing the route of a wagon/trainload consignment route to a new destination station is known as diversion."

There is no guarantee of desired diversion.

Following rules are applicable to diversion.

1. Only wagon load or trainload consignment can be diverted.
2. For diversion the party should give a written application at the forwarding.
3. Diversion fee at the rate of ₹. 300 per four wheeler wagon and ₹. 750 per eight wheeler wagon will be collected.
4. Railway receipt will be presented along with forwarding note. Railway employee will examine the railway receipt to verify genuineness of the applicant and railway receipt will be returned.
5. Following aspects will be examined at full time of diversion.
   a) New destination is open for that goods or not.
   b) Whether there are any restrictions on that route.
   c) Train has not crossed the junction station from where goods are to be diverted.
6. Diversion orders will be given by following officer.
   a) Ordinary rolling stock - COM.
   b) Special rolling stock/ODC- Chief operations Manager.
   c) Tank wagons- Chief Tank wagon manager.
7. Diversion message will be issued by concerned officer to concerned junction station new destination and accounts office.
8. On receipt of message at concerned junction station, station manager will after the name of destination station on seal cards and pocket labels and then wagons will be dispatched for new Destination station.
9. After diversion, a message will be issued by station manager of junction station to forwarding station, Original and new destination and officer & ordering diversion.
10. At forwarding station original railway receipt will be collected and a new railway receipt will be issued in supersession of the original railway receipt. Which will be known as Super-sessional Railway Receipt'

11. It party fails to submit original railway receipt at forwarding station, station manager will sent “supersession RR” to new destinations station with following remark on it.
    “Original Railway Receipt could not be collected at booking station and consignment should be delivered after collection of original railway receipt”.
12. Outstanding amount at original destination station will be cleared through certified over charge sheet.

Note:-Delivery short of booked destination will be created as diversion.

Gate Pass:-

At large stations after delivery gate passes are issued on the basis of which businessman can take his goods out of Railway premises. Gate passes are in the form of a numbered book having 3 foils of each number:- a) Record, b) Gate pass, c) Receipt.

Details On the gate pass: - Number of packages Railway marking, validity of gate pass etc. are written on gate pass and receipt foils will be given to consignee out of which gate pass foil will be collected at gate of goods shed. The goods will be tallied with the details on the gate pass and thereafter permission will be given to carry the goods outside. Receipt foil can be retained by party. Next day gate pass foils collected at the gate will be pasted with the corresponding record foils.

CHAPTER 7:-DEMURRAGE CHARGES

Definition: - "The charges levied for detention of Railway rolling stock by the party beyond free time allowed for loading and unloading of Goods, are known as Demurrage charges."

General Rules: -

1. While calculating demurrage changes, working hours are considered
2. Demurrage charge is levied per wagon, per hour or part thereof.
3. Rate of Demurrage charge for 8 wheeler is ₹.150/- per wagon per hour or part thereof.
4. Rate of demurrage charges for 8 wheeler wagons will be applicable for all 8 wheeled wagons and coaching vehicles (excluding passenger coaching vehicles).
5. Rate for four wheeler wagons will be half of 8 wheeler wagons.
6. Free time will be given only during working hour.
7. At 24 hrs working time Goods shed, for calculating free time for other than general working hours i.e. between 22 to 6 hrs, double free time will be given.
8. This benefit will not be given to private and assisted sidings and also to sidings and goods shed opted for TIELS.
9. All days are working days for calculation of demurrage charges.
10. After physical supply of wagons, if wagon indent is cancelled no free time will be given. Demurrage charge will be collected for full time.
11. If a rake is placed for loading or unloading on single line in parts, shunting time (Dies – Non period) will deducted from total working hour.
12. If a rake is placed for loading or unloading on multiple lines. If the difference between first placement and remaining placement is more than 2 hours, than the time more than 2 hours will be treated as Dies- Non.
13. Wagons placed together will be treated as a unit/group.

Free Time for Loading / Unloading (in hours)

Type of Wagon	Mechanically		Manually	
	Loading	Unloading	Loading	Unloading
Open Wagon-BOXN, BOXNHS,BOXNHA,BOX, BOY, BOI, BOYN,BOST	5. 00	7.00	9.00	9.00
Hopper Wagon -BOBS, BOBSN, BOBR,BOBRN, BOBY, BOBYN etc.	5.00	2.30	NA.	NA.
Flat Wagon - BFR, BRN, BRH, BFK, BFKI, BFNS, CONCOR RAKES	6.00	NA.	8.00	8.00
Covered Wagon- BCN, BCNA,BCNAHS, BCNAHS, BCX, BCXN, etc.	NA.	NA.	1 to 20 = 5.00	1 to 20 = 5.00
			21 to 30= 7.00	21 to 30 = 7.00
			31 & above =9.00	31 & above =9.00
NMG RAKE	As per number of covered wagons			
Covered Wagon BCFC only for Cement &Fly Ash up to 12/02/15	6.00	6.00	NA.	NA.
Covered Wagon - BCNHL	NA.	NA.	1 to 20 = 5.00	1 to 20 = 5.00
			21 to 30= 7.00	21 to 30 = 7.00
			31 to 45 =9.00	31 to 45 =9.00
			6 & above =11.00	46 & above =11.00
Tank Wagon (White Oil)	6.00	Up to 29 = 6.00	NA.	NA.
		30 & above = 8.00		
Tank Wagon (Black oil)	7.00	Up to 29 =7.00	NA.	NA.
		30 & above = 9.00		
Military Wagon -KM-DBKM	NA.	NA.	4.00	4.00
Other than KM- DBKM (for military traffic)	NA.	NA.	Up to 20 = 5.00	Up to 20 = 5.00
			21 & above = 7.00	21 & above = 7.00
Container	3.00	3.00	NA.	NA.
Consignment handled by crane	7.00	8.00	NA.	NA.
Livestock	NA.	NA.	4.00	2.00
Mini rake	Loading/ unloading- 5 Hr.			

CHAPTER 8:- WHARFAGE CHARGES

Definition – “If consignment is not removed from goods shed or railway premises within the stipulated free time for removal of goods, then the charges levied for additional/ excess time taken are known as wharfage charges.”

General Rules.

1. While calculation Wharfage charges, working and business hour are considered, normally at all Goods shed working and business hours are from 6 to 22 Hr.
2. For calculation of Wharfage charges. public holiday, and 15th August, 26 the January and 2nd October will be Treated as Holiday,
3. The day when unconnected goods are connected, they will be available for delivery from that day.
4. For purpose of calculation of Wharfage charges. Stations Goods sheds are classified in three groups
5. For this average number of rakes (inward/ outward both) handled during Jan to April will be viewed every year in the month of May which will be notified from the period July to June.

Group	Average of Handled Rake
I	More than 12 Rake per month.
II	From 7 Rake to 12 Rake per month.
III	Less than 7 Rake per month

Classification of Stations for Wharfage Charges (Valid up to)

Group – I Stations:-

A	Akola, Ahmadnagar
B	Baramati, Butibori, Bhigwan, Baitul
G	Gulbarga, Ghuggus New.
J	Jalgaon
K	Kalyan, Kalamboli, Kolhapur (Gur Market), Khandwa, Khapari, Kalmeshwar.

L	Loni,
M	Manmad, Miraj ,
N	New Mulund Goods Shed, Nasik Road,
P	Pune
S	Saswad Road, Sangli, Solapur
T	Turbhe APM Complex,
W	Wani, =26

Group-II Stations:-

B	Badnera, Belapur,
D	Dhule, Dhamangaon ,
H	Hinganghat
K	Khamgaon, Karad, Khairwadi. Kurduwadi,
L	Lonand, Latur, Lasalgaon
N	Niphad, Nandgaon, Nagothane
S	Satara
T	TalojePanchand
W	Wadi=18

Group-III Stations:-

A	Arag
B	Bhusawal, Balharshah, Burhanpur, Barsi Town , Bale, Borgaon
C	Chalisgaon, Chinchwad, Chandrapur ,Chikani Road.
D	Daund
G	Godhani,
H	Hirdagarh
J	Jejuri
K	Kopargaon, KavtheMahakal, Kayar, Khadaki, Kirsadoh
M	Multai, Malkapur
P	Paras, Pimpalkutti, Pulgaon, Parasiya, Pandhurna. Pandharpur, Pen, Pachora
R	Raver, Rajur, Rahuri, Roha
S	Savda

T	Tadali,
U	Usmanabad
W	Wardha,
Y	Yeola=39

Free time:-

For goods which are not removed from Goods shed after completion of unloading from Wagon / Rake OR

For goods awaiting loading in Wagon / Rake, which are stocked in Goods shed.

Group	From the expiry of free time for loading /unloading of wagons/rake
I	12 hours
II	15 hours
III	30 hours.

Wharfage Rates:-

Group	For wagon, per hour or part thereof
I	₹.150/-
II	₹.120/-
II	₹.75/-

Wharfage Charge for live Stock:-

Free time: Three hours from the expiry of free time for loading/unloading of wagon/rake.

<u>Rate :</u>- ₹.5/- per livestock per hour or part thereof

Rail customer should remove their livestock from railway premises within 12 hours of their unloading at their destination station/Goods shed, otherwise Railway Administration n may action the livestock under section 83 of Indian Railway Act.

Monetary limits for waival of Wharfage charges and Demurrage charges:-

Designation	Demurrage Charge per wagon	Wharfage Charges per consignment
General Manager	Full Power	Full Power
PCCM (PHOD)	₹. 1 lakh	₹. 1 lakh
DRM	₹. 25,000/-	₹. 25,000/-
Sr.DCM	₹. 10,000/-	₹. 10,000/-
DCM	₹. 600/-	₹. 1200/-
ACM	₹. 300/-	₹. 300/-

Rules for Advance stacking:

1. Sr .DCM can permit for 5 days and DRM can permit maximum for 10 days with recommendation of Sr DCM and Sr DRM and GM can permit for more than 10 day's for facilities of stacking of goods
2. Permission will be given only after registration of wagon demand.
3. Wagons will be supplied only after the expiry of permit time for advance stacking.
4. Cancellation of indent shall not be permitted up to 15 days from the 1st day of advance stacking. If the indent is cancelled within 15 days stacking charges will be levied for the whole period of stacking.
5. If indent is cancelled after 15 days and wagons have not been supplied, stacking charges shall start after 24 Hours, of cancellation time
6. No stacking charges will be levied till supply of wagon Railways and Expiry of free time for loading of wagon.
7. Stacking charges will be at the same Rate as for wharfage charge.

CHAPTER 9:- Crane charge, Crane Haulage charge, Empty Haulage charge

Crane Charge

Crane supplied on demand of party as per the following Rules:

1. Party should give a written application.
2. Railway will supply cranes from the available cranes.
3. The particulars of crane depot, lifting capacity of crane and crane charges etc is given in Goods Tariff.
4. Railway administration will not give guarantee for the supply of crane.
5. For calculations of crane charges, the lifting capacity of crane is rounded off to the nearest tonne and if the capacity is 0.5. Tonne or more, itwill be rounded of next tonne.
6. After supply of crane, crane charges will be collected on the basis of following rates For all cranes of BG/MG/NG) :

Sr. No.	Types of crane	Capacity of Crane	Per Hours or part of an hour. (in ₹)
1.	Fixed Hand Crane	For all lifting capacities	335
2.	Traveling Hand Crane	Up to 10T	1285
		11T to 20T	1920
3.	Fixed or Traveling Steam/ Petrol/Electric Cranes	Up to 10T	1920
		11T to 20T	2530
		21T to 30T	3010
		31T to 100T	3145
		More than 100T	5500
4.	Fixed or Traveling Diesel Cranes	31T to 50T	3145
		51T to 70T	3945
		71T to 100T	4880
		101T to 120T	**5500**
		More than 120T	7615

7. If demand of crane is cancelled after supply, crane charges will be collected for minimum one hour.
8. Formula for calculation of crane charges is as under:
   CRANE CHARGE = RATE X WORKING HOUR.
9. Crane works from sunrise to sunset.

CRANE HAULAGE CHARGES:-

The charge which is collected to haul crane from crane depot to working station and back is known as crane haulage charge,

1. Crane haulage charge is charged from nearest crane depot.
2. Rate for crane haulage charge is as follows-
   a. Four wheeler crane = ₹.75/- per km
   b. Per 6/8 wheeler crane = ₹.165/- per km
   c. Per 10 wheeled or above crane ₹. 275 per km
3. While counting wheels of crane, wheels of match truck should be added to the number of wheels of crane.
4. If Guard wagon/dummy wagon / tool wagon/wagon for water is attached for safe movement and working of crane, empty haulage charge is collected at the rate of ₹70/- per wagon.
5. Minimum haulage charge for one side is collected 7000 for 100 kms.
6. If crane is being used by more than one railway customer then 75% crane charge will be collected from each railway customer.
7. If demand for crane is cancelled after departure of crane from crane depot. Full crane haulage charges and empty haulage charges will be collected.
8. If the demand for crane is cancelled, after the crane has reached working station the entire crane haulage charge along with empty haulage charges and crane charge for one hour will be collected.
9. When more than one crane is needed for lifting a consignment then crane haulage charges will be collected separately for both cranes from nearest crane depot.
10. If demand for crane is given along with wagon indent for out ward consignment. However due to any reason crane has not been supplied by railway administration then demurrage charges will not be levied for that wagon.
11. If the crane is used in the siding then prescribed siding charges will be collected.
12. Crane charge and crane haulage charges will be collected at working station only.
13. Formulas for calculation of haulage charges are as follows :-

    CRANE HAULAGE CHARGE =RATE X DISTANCE X 2

    EMPTY HAULAGE CHARGE:

    = RATE X DISTANCE X No. of DUMMY WAGON x 2

CHAPTER-10:-

Excess Unconnected and unclaimed Goods, Public Auction.

Excess Goods -Goods exceeding permissible carrying capacity or packages unloaded in excess as shown on seal card and in railway receipt are known as Excess goods.

Section 73:-Punitive Charge for over loading of goods: -

If excess loading is found beyond the PCC, Railway Administration has a power to recover following charges from Consignor, Consignee or Endorsee:-

i. Punitive charges for over loading.
ii. Load adjustment at forwarding station or Serving Station.
iii. Recovery of detention charges.

Punitive charges for over loading Rules-2012 (w.e.f. 17/07/2012):-

i. Punitive charge is levied for loading excess goods in wagons for whole distance (respective of the point of detection).

ii. If excess goods are detected at originating station and if party itself adjusted the load, no punitive charges will not be collected.

SITUATION 'A':- "If the aggregated pay load in a rake does not exceed the combined permissible carrying capacity of the rake".

SITUATION 'B':- "If the aggregated pay load in a rake exceeds the combined permissible carrying capacity of the rake."

Part1:- For all wagons Except BCNHL and BCCW wagon:

Excess weight over PCC	**Situation 'A'**	**Situation 'B':**
Up to 1T	Normal freight	Normal freight
More than 1T & up to 4T	2 times of the applicable freight rate to that commodity	3 times of the freight applicable to the highest class.
More than 4T	3 times of the freight applicable to the highest class	5 times of the freight applicable to the highest class.

Part 2:- For Container Traffic:

Excess weight over PCC	Situation 'A'	Situation 'B'
Up to 1T	Normal freight	Normal freight
More than 1T & up to 4T	2 times of the freight applicable to that com modify	3 times of the freight applicable to the highest class.
More than 4T	3 times of the freight applicable to the highest class.	5 times of the freight applicable to the highest class.

Part3:- For BCNHL & BCCW wagons:

Excess weight over PCC	Situation 'A'	Situation 'B'
Upto 0.5 T	Normal freight	Normal freight
More than 0.5 T and up to 3.5 T	2 times of the freight applicable to that com modify	3 times of the freight applicable to the highest class.
More than 3.5 T	3 times of the freight applicable to the highest class.	5 times of the freight applicable to the highest class.

Note:

1. Punitive charge will be levied on NTR.
2. Excess weight within tolerance weight will be charged with normal rate.
3. In situation 'A' the punitive charge will be recovered only on the weight excess than PCC and tolerance weight.
4. In situation 'B', if the excess weight is beyond tolerance limit, the punitive charge will be recovered on entire weight over PCC.

Unconnected Goods:-

The goods which cannot be connected to any booking particulars as unable to send the wagon to right destination station, such goods/wagon are known as unconnected goods/ wagon.

Reasons for Goods being Unconnected -

i. No railway marking on packages.
ii. Railway marking fainted or unreadable.
iii. More than one marking on packages
iv. Absence of seal cards or labels on wagon.

Disposal of Unconnected Goods:-

Entries regarding unconnected goods to be made in unconnected Goods Register and will be disposed as follows:-

For Wagon load Consignment:-

1. To check the names of forwarding and destination stations in vehicle guidance.
2. Particulars of unconnected wagon should be informed to Commercial Controller.
3. If wagon is sealed, message is to be sent to last sealing station asking particulars of the wagon.
4. Wagon must be opened in the presence of RPF and on the basis of transit invoice, abstract invoice railway marking pocket label, paste on label etc, found and efforts to be taken for connecting wagon.
5. Message is to be sent to transforming station asking particular of the wagon.
6. Efforts to be made by IRCA to connect the wagon.
7. Unconnected wagon should be connected in 72 hours otherwise then goods will be unloaded from the wagon, description of the unloaded packages will be prepared and one copy will be sent to DCM office and one will be sent to claims department.
8. However, if unable to connect the unconnected goods/wagon, they will be disposed off as per orders of DCM.

Parcel Consignment

1. Efforts to be made to read the name of destination station on the basis of railway marking on the package.
2. Package to be tallied with the loading summary.
3. Efforts to be made to connect the package on the basis of private marking.
4. If there is no marking on the packages, they will be opened in the presence of RPF and if any list found in the package, it will be tallied with the packages and efforts to be made to connect the packages.
5. If packages are unloaded from sealed SLR or wagon, message to be sent to sealing station asking particular.
6. If unable to connect the packages, then a list will be prepared of the items found in the packages and copy will be sent to DCM office and one will be sent to chains office.
7. Unconnected goods will be disposed off as per order of DCM

Unclaimed Goods:-

The consignment which has arrived at its proper destination has been connected with the corresponding invoice and has been made available for delivery, but there is no claimant for such consignment, such consignment is known as unclaimed goods.

1. If any consignment lies unclaimed at destination station, legal notice will be send to consignee by registered post.
2. According to section 84, the consignee must take the delivery of goods within 7 days from the date of receipt of notice otherwise it will be disposed off as per orders of DCM.
3. If the name and address of the consignee is not known, then this notice will be served to the consignor through the Station Manager of forwarding station.
4. Delivery of livestock or perishable goods must be affected within 24 hours from time of unloading otherwise they will be auctioned after 24 hour.
5. Goods other than food grains and pulses can be stored up to 3 months from the date of unloading and food grains and pulses up to 2 months. After this period the goods will be auctioned by railway administration.

6. Following commodities will not be auctioned but will be handed over to their respective departments.

   a) Dangerous explosive and inflammable articles.

   b) Military Stores.

   c) Articles belonging to Post and Telegraph department.

   d) Contraband and Intoxicating Goods.

   e) Banned Goods.

   f) Articles which are useful to railway department.

Public Auction:-

Unconnected/ Unclaimed goods are to be auctioned with the permission of DCM at the nearest auction depot. Before auctioning the packages, advance information regarding auction must be published through local newspaper at lest 7 days in advance.

Details of the information are as follows:

a)Place of Auction -

b)Date and time of auction-

c)Weight and description of packages/goods.

A copy of this notice must be posted on the notice board at the place of auction. The packages which are to be auctioned must be made available for inspection to the public. For auction a committee of concerned officers is to be made. Railway employee cannot participate in the auction. The goods are sold to the highest bidder.

Railway reserves the right to cancel auction, if reserve price of package is not received. The amount received by auction will be deposited in railway earnings. If any party claims after auction of the packages, then all the expenditure incurred by the railway will be deducted from the amount received from auction and remaining amount will be paid to the party.

Auction of lost property (luggage) valuing up to ₹.5000/- can be done by Commercial Inspector or by station Manager (in absence of Commercial Inspector).

CHAPTER-11:- MISCELLANEOUS

Weekly Inventory:-

All inward and outward consignments lying on hand in the goods shed must be enter in a register on Saturday at big goods shed and on Sunday at other goods shed. It is known as weekly inventory.

In weekly inventory of goods, railway marking etc, is given. After recording the consignments in weekly inventory register, inward consignments should be tallied with unloading book, delivery book, excess and unconnected goods register. The inventory shall be signed and dated by the station Master.

Objective-

1. If invoice not received, message for calling invoices will be sent to forwarding station.
2. If goods are not received, message for calling consignment will be sent to forwarding station and copies of it will be issued to intermediate junction stations.
3. If Goods are unloaded but not delivered and also not recorded in weekly inventory, then information will be given to GRP/RPF.
4. If a part of delivered consignment is lying in goods shed, wharfage charges will be collected for it.
5. Exchange of packages and wrong delivery can be restricted by preparing weekly inventory regularly.
6. Claims can be prevented by preparing weekly inventory regularly.

Modes of payment:-

1. In case of payment made in cash by railway customer's currency notes up to ₹.2000 are accepted.
2. In some conditions bank draft or cheque is also accepted.
3. Military department can make payment through credit note and military warrant.
4. Offices of central/State Government can make payment through cheque and credit note but General Manager's permission is mandatory.
5. A list of name and designation of the authorized officers and their specimen signature for payment should be sent to Station Master/ Cash office by CCM office.

6. Cheque must be issued by SBI/RBI in favor of Chief Cushier of the concerned railway. These cheques are not transferable.
7. Facility of credit note can be personally given to nominated railway customers who have regular business with railways.
8. Whom payment is made through Bank draft it must be in favour of FA & CAO.
9. For booking of RMC, payment of freight can be made through Railway Credit note (T1601).
10. Facility of weight only systems given to some customer.
11. Facility of CNCC is given to some customer.
12. On some nominated stations for upper classes/luggage charges are accepted through traveller's cheques, cheque and credit cards.

Weight only System:-

1) Application and documents -

The parties desirous of availing this facility will arrange to submit the following documents to CCM office.

a) Details of name of firm, their address /Head office/Branch office etc.
b) Last three years audited balance sheet and the statement of profits & loss a/c.
c) A certificate from the nationalized/Scheduled bank about the credit worthiness of the party.
d) A certificate from the Sr.DCM certifying that siding holders is not habitual defaulters in payment of railway dues and no outstanding freight and siding charges are due against him.
e) Statement of traffic and amount of freight paid for last 12 month.

2) **Examination of documents and orders for depositing of security amount**.

a) After examination the above documents if the proposal is accepted, the party will be asked to make security deposit, the sum equivalent to 30 days "freight transaction in cash.".
b) In absence of cash deposit their traffic will be treated as To-pay and therefore the will have to pay surcharge which is leviable on the pay traffic.
c) In case of failure of a party to make payment against bill, after payment of security deposit. The freight will be deducted from security deposit and it will be treated as paid traffic

3) **Bill of Weight only system:**

The weight only bills will be submitted by the office of the FA & CAO to the Head Office of the firm. Failure to pay freight within 10 days from presentation of bill surcharge will be levied on their traffic and will be treated as To-pay Traffic and privilege of "Weight only System" will be liable to be withdrawn.

4) **Agreement: -** To avail this facility parties are required to execute an agreement bond on non-judicial stamp paper with railways.

5) On "Weight only invoices" only weight and rate are show but freight is calculated by Accounting Office.

Credit Note cum Cheque (CNCC):-

1) Application:-

Railway customer who wants to avail this facility shall give application with following documents to CCM office.

a) Details of name of party, name and address of firm/Branch office/Head office etc.

b) A certificate from the nationalized/scheduled bank about the credit worthiness' of the party

2) Eligibility Condition:

The application for the facility will not be entertained unless the extent of average monthly business with the railway of the firm or individual is ₹10,000/- or above.

3) Security Deposit:

The individual or firm permitted to use CNCC should deposit with the railway's FA & CAO sum equivalent to 7 days freight based on the highest transactions in any of the month of the previous 12 months transactions. The deposit May be in cash or Guarantee bond executed by a scheduled bank duly executed on ₹100/- stamped paper.

5) **Validity -** If will be valid for one year from date of issue.

6) **CNC- C**NC is a composite document. The upper portion containing the particulars of the consignment from and to, weight rate amount of freight chargeable, particulars of invoice and railway receipt granted. The lower portion being authority of payment it has to be signed by the party duly authorized to issue CNC. It must be drawn upon and made payable by the Banker's of the firm. The firm should open the A/C, wheel the railway A/C exist otherwise in any nationalized bank.

7) **CNC BOOK:-**CNC books are stocked in DCM office and issued to firm/individuals on sanction of this facility on payment of ₹100/- per book of 100 foils.
8) **Responsibility for CNC Book:-**Firms / individuals authorized to use CNC will be responsible for safe custody of the books issued to them . They will intimate name or names of person authorized to sign the CNC and send their specimen signatures, in triplicate to concerned Sr,DCM office..
9) **Alteration in CNC** - In any conditions no alteration in permitted in CNC. In case any alteration is found to be necessary, the CNC should be cancelled and afresh one issued with correct particular.
10) **Depositing CNC in bank -** The Chief cashier of concern railway or Divisional Cashier will collect and present the CNC to the Railway Bankers daily along with the Railway cash.

To-Pay Consignment - The CNC will be deposited at the time of delivery. In case party is failed to do so, Railway Administration can withhold delivery unless the freight due is paid in cash.

E-Payment-

E-payment means payment of freight by debiting customer's account and crediting Railways account with bank online. This facility is provided to corporate customer. This facility is developed by CRIS which acts as a co-coordinator between Indian Railway and Bank. This facility can be provided at TMS (FOIS) locations only.

<u>Salient Features:-</u>

1) Customer must have an account exclusively for this purpose at any internet banking enabled branch.
2) Quadripartite agreement is to be signed among bank customer and Railway. After signing agreement Railways will give a unique customer code.
3) Customer will open an irrevocable inland letter of credit (LC) bank credit with the bank in favour of Railway for a minimum amount equal to 2 days average freight during busy season in last financial year.
4) At loading point/terminal the goods clerk will key in customer code and other particulars through TMS.
5) Above data is captured by CRIS and passed on to bank.
6) Bank will process the data, and debit the freight from- customer's account and credit the same to Railway Account.
7) On getting success message FOIS will generate paid ERR .In case of unsuccessful transaction, FOIS will generate paid ERR up to the LC limit, thereafter TO-pay RR will be generated.
8) This facility is introduced to provide better service to rail customers and to reduce cash transactions.

CHAPTER-12:- Responsibility of Railways as Common Carrier and Baillie

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Section 93-

According to this Section, Railway Administration shall be responsible for the loss, destruction, damage or deterioration in transit, or non-delivery of any consignment, arising from any cause except the following namely.

a) Act of God
b) Act of War
c) Act of Public Enemies
d) Arrest, Restraint or Seizure under legal process.
e) Orders or restrictions imposed by the Central/State Government.
f) Act or omission or negligence of the consignor or the consignee or the endorsee or the agent
g) Natural deterioration or wastage in bulk or weight due to inherent defect, quality of goods.
h) Latent defects.
i) Fire, explosion on any unforeseen risk.

Even if the loss arises from any of the above causes, Railway Administration shall not be relieved of its responsibility unless it proves that it has used reasonable foresight and care in the carriage of goods.

Section 94 -

1. When goods are loaded at a private siding, Railway Administration shall not be responsible for any loss to such goods, until the wagon has been placed at the point of interchange and it has been informed in writing accordingly by the owner of the siding.
2. When any consignment is required to be delivered by Railway administration at a private siding, Railway administration shall not be responsible for any loss to such consignment after the wagon has been placed at the point of interchange and the owner of the siding has been informed in writing accordingly by an authorized Railway servant.

Section 95- Railway Administration can not be held responsible for loss, destruction, damage or deterioration of any consignment due to delay or detention in their carriage; if railway Administration proves that the delay or detention arose -

1. For reasons beyond its control, or
2. Without negligence on its part or any of its servants.

Section 96- Where in the course of carriage of any consignment from a place in India to a place outside India or vice-versa, Railway Administration shall not be responsible for loss, destruction, damage or deterioration of the goods, from whatever cause arising unless it is proved by the owner that such loss arose over the railway.

Section 97- Railway administration shall not be responsible for any loss, destruction, damage, deterioration or non-delivery in transit, of any consignment carried at owner's risk rate, unless negligence on the part of Railway Administration or its servants is proved.

Section 98 -When goods entrusted are in a defective condition or defectively packed, and the fact of such condition has been recorded by the consignor in the forwarding note, the Railway administration shall not be responsible for any loss. If negligence on part of Railway administration or its staff is proved, it shall be responsible.

Section 99 - Railway administration shall be responsible as a bailey under Sections 151,152 and 161 of Indian contract Act 1872 for loss, destruction etc of any consignment up to 7 days after termination of the transit.

In case of goods booked at owner's risk, Railway administration shall not be responsible as a bailey for such loss, unless negligence on the part of Railway administration or its staff is proved. In case of dangerous goods, perishable goods and livestock, Railway's liability as a bailey will be up to the termination of transit period

Section 100 - Railway administration shall not responsible for loss or non-delivery of luggage unless a railway servant has booked the luggage and issued a receipt, and in case of luggage carried by passenger in his charge, unless it is proved that the loss was due to negligence on the part of Railway administration or its staff.

Section 101 - Railway administration shall not be responsible for any loss or injury to any animal carried by Railway, arising from freight, restiveness of the animal or from over-loading of wagon by the consignor.

Section 102- Railway administration shall not be responsible for loss, damage, deterioration or non delivery of any consignment in the following cases –

a. Mis-declaration of goods.

b. Fraud committed by consigner or consignee.

c. Improper loading / unloading or riots/strikes etc.

Section- 103: According to this section, monetary liability of Railway Administration for parcel, luggage , goods and livestock in case value of consignment has not been declared is as follows :-

a. For luggage - ₹.100/- per kg.

b. For Goods and Parcels - ₹. 50/- per kg.

c. Elephant - ₹. 6000/-per animal

d. Horse - ₹. 3000/-per animal

e. For Horned cattle's, camel, Giraffe - ₹. 800/- per animal

f. For small Birds and animals - ₹. 120/- per bird /animal

Where the value of goods has been declared and percentage charges have been paid by consignor, then liability of Railway Administration will be up to the declared value/market value whichever is less.

Section 104 - According to this section, if goods normally carried in covered wagons are carried in open wagons with consignor's recorded consent in the forwarding note, responsibility of Railway Administration in case of loss , damage shall be half of fixed liability.

Section 106- According to this section, notice for claiming compensation for loss, damage, deterioration or non delivery of goods should be served to railway administration within six months from date of entrustment of goods. For refund of over-charges such notice should be served within six months from the date of payment of fare/freight or date of delivery at destination whichever is later.

CHAPTER-13:- Claims and Claims Prevention

Claims: - A claim may be defined as request by rightful claimant for compensation in respect of goods entrusted for carriage by rail from one station to another station and that it has not reached the destinations station in the condition handed over to Railways.

Demerits of claims:-

1) leakage of Railway revenue
2) Loss of Goodwill of Railways
3) Diversion of traffic to other modes of transport.

Causes of Claims -

1. Accidents
2. Theft and pilferages
3. Defective packing
4. Rough handling
5. Damage by wet
6. Delay in transit
7. Over carriages
8. Leakage or breakage
9. Improper loading
10. Non-observance of rules
11. Improper marking
12. Lack of security
13. Rough and loose shunting
14. Unconnected goods
15. Poor co-ordination amongst various departments

Claims preventive measures

A) At the time of Acceptance and Booking of Goods -

1. Ensure that proper Forwarding Note is executed with complete particularly. Ensure that packing conditions as prescribed are complied with.
2. If goods are not packed according to rule, such remarks should be obtained on the forwarding note.
3. Ensure private and railway marking with durable ink and that all old marks should be obliterated.
4. Goods should be weighed and tallied with forwarding note.

5. Wagon labels should be prepared legibly with concerned pencil.
6. Conduct checks against mis-declaration and packing condition of the commodity.
7. Ensure Packing, Labeling and Marking rules.

B) At the time of loading and unloading of Goods.

1. Supervise loading and unloading, observe all monsoon precautions.
2. Water tight wagon should be utilized to load commodities likely to be damaged by wet.
3. Ensure scientific and geographical methods of loading.
4. Hooks must be avoided for loading and unloading.
5. Over loading or uneven loading should be avoided.
6. Ensure proper sealing and riveting.
7. Ensure that the valve of tank wagon is closed properly.
8. Avoid mix loading.
9. Avoid rough handling.

C) At the time of transportation.

1. Ensure proper dispatch of loaded wagon to their proper destination station on time.
2. Avoid over carriage of goods beyond destination station.
3. Check wagon labels with vehicle guidance before the rake is dispatched.
4. Avoid loose and rough shunting.
5. Ensure checking of seals.
6. Prompt clearance of unconnected goods.

D) At the time of Delivery

1. Supervise unloading and compare number of packages with seal card and RR.
2. Ensure to issue DD message / DDPC within time.
3. Avoid delay in granting open/assessment delivery.
4. Observe delivery rules especially during open/assessment delivery.
5. Ensure preparation of weekly inventory regularly.
6. Ensure proper protection of goods aviating delivery.

Departments involved in elimination of claims and their role -

1. **Commercial Department -** All rules from the time of booking up to the time of delivery to be observed strictly, especially PLM rules.
2. **Operating Department: -** Ensure quick transportation to correct destination station. Shunting rules must be observed. Proper Vehicle Guidance to be prepared.
3. **Mechanical Department :-** Ensure over hauling of wagons in time and ensure all wagon are water tight,
4. **Engineering Department: -** Ensure proper maintenance of tracks.
5. **Security Department: -** More security staff to be deputed on section prone to theft. Seals to be checked regularly.
6. **Stores Department :-** Ensure regular and proper supply of stores required for sealing riveting of wagons and maintaining commercial records,

Time limit for settlement of Claims-

1. For - Non delivery of wagon load consignment - 6 month
2. For partial delivery of package - 4 month
3. For shortage/damages/breakages/leakage - 3 month
4. For perishables - 2 month

Monetary Powers for settlement of claims:-

Designation	Monetary Limit
General Manager	Full power
CCM in HAG or cordinating head or CCO	₹ 800,000
DyCCM/DyCCO	₹. 200,000
SCM	₹. 50,000
ACM	₹. 25,000
SM of Nominated stations	₹. 400

Settlement of Minor Claims:-

Station Master of nominated station can settle claims up to ₹400/- if the consignee is of the same station. But in following conditions minor claims can not be settled at station.

1. Consignment booked on Owner Risk Rate.
2. Claim preferred after 6 months from date of booking
3. Goods booked from Non-Government Railway.
4. Goods booked from siding.
5. Goods booked to Government, Semi Government, and Military.
6. Goods on which Percentage Charges are paid.
7. Claim for Partial Consignment.
8. Claim when goods are mis-declared.
9. Claim when remark for non-compliance of packing condition is given on RR.
10. Claims when following remarks are given RR
    a) Sender's Weight Accepted.
    b) Said to contain
11. For Goods damaged due to the reasons given under Section 93.
12. If Goods are loaded in open wagon according to Section 104.
13. Non-compliance of special packing condition S/2.
14. In case of Diversion
15. When delivery is granted on the basis of Indemnity Note.
16. When the amount of claim is more than prevailing market rate/price.
17. When delivery is not taken upto seven days after termination of transit period.
18. When claim is demanded by the consignee on destination station, who is not the resident of such station.

Procedure for settlement of minor claims:-

1. Party must give written application (format is given in time table)
2. Delivery of goods should to be taken.
3. Proper remark will be written in the delivery book.
4. Beejuck must be produced; amount of damaged goods will be assessed on the basis of beejuck.
5. If beejuck is not produced amount of claim will be 10% less than market rate.
6. There is a cash receipt book for minor claims. It is numbered book .It consists three copies of same number.

a. Party
b. Claims Department
c. Record.

7. Consignee will be paid the amount of minor claims.
8. If the amount of claim amount is less than 20/-it is mandatory to affix a revenue stamp on which party's signature will be taken. On submission of this receipt in Station Master's Office claim amount will be received from the some station.

Settlement report of minor claims:-
After settlement of claims a report will be prepared in two copies, one of which will be kept as record and others will be sent to Account office along with cash receipt.

Not Received Cell (NR Cell):-
Not Received Cell is established on Indian Railway at Railway Board, Zonal and Divisional level with the aim to enhance the facilities given to rail customers after booking of goods by Railways.

Unconnected wagon are traced by this cell and efforts are made to send them to their correct destination as early as possible. If the goods are not received by the consignee or not at the destination station, consignee or Station Master can contact this cell on phone. Work of NR Cell is handled by Commercial Inspector. Tracers will be sent to forwarding station as per requirement.

The main function of NR Cell is to trace unconnected wagon/goods and to minimize claims on Railways. If any Goods / wagons could not be traced at the end of month amongst the complaints received at divisional level, then a report will be prepared and sent to Zonal NR Cell Office and then from Zonal NR Cell to Railway Board NR cell office.

Dis report -It is a printed form which is filled after goods are received partially or in damaged condition. It is of three types.

1. Dis report - A
2. Dis report - B
3. Dis report - C

Dis report A - This report is called from forwarding station by claims department; this report consists of condition of goods at the time of booking, and descriptions of goods and condition at the time of dispatch. Following documents are enclosed with this report.

a. Copy of Forwarding Note.
b. Copy of Railway Receipt.
c. Copy of DDPC and DD massage received.
d. Copy certificate issued by Train Examiner.
e. Copy of loading summary
f. Report of responsible employee.

Dis report B - This report is called from intermediate station by claims department where goods have been handled. The report consists of condition of goods while unloading, condition of goods at the time of handling, and condition while dispatch. Following documents are enclosed along with this report.

a. Copy of loading summary
b. Copy of DDPC and DD Massage issued
c. Copy of DDPC and DD Massage received
d. Copy of certificate issued by Train Examiner.
e. Seal cards of wagon, if required.
f. Report of responsible employee.

Dis-report C- This report is sent by destination station to claim department. It is prepared in case of open & assessment delivery at destination station. Following document is enclosed with this report.

a. Copy of loading summary
b. Copy of Railway Receipt
c. Copy of DDPC & DD Message
d. Seal card of wagons when required
e. Report of responsible employee.
f. Open and Assessment delivery report.

Railway Claims Tribunal (RCT):-

1. Railway Claims Tribunal has been established under Section 3 of Railway Claims Tribunal Act 1987.
2. It consists of one Chairman, four Vice-chairman and some member of judicial and technical members decided by Central Government.
3. The Jurisdiction, powers and authority of the claims Tribunal shall be exercised by the benches there of.
4. These are 21 benches of tribunal in India and their head quarters are as follows - Ahmedabad, Banglore, Bhopal, Bhubaneswar, Mumbai, Chandigarh, Kolkata (3), Guwahti, Erankulam, Gorakhpur, Lucknow, Jaipur, New Delhi (2), Nagpur, Gaziabad, Patna , Chennai and Secundarabad.
5. Chairman must be or has been a judge of High Court or he has worked at least for two years as Vice Chairman. Vice-Chairman must be or has been a Judge of High Court or has worked for at least five years on a Civil Judicial post.
6. Chairman Vice-Chairman and every other member shall be appointed by the President. The Chairman shall be appointed only after consultation with the Chief Justice of India
7. RCT shall deal with following cases-

Type of case	**Time limit for filling case**
Claims against Railway Administration for loss, damage, deterioration or non-delivery of consignment	Within 3 years
Compensation in respect of death/injury to passengers arising out of train accidents under section 124/124A of Railway Act 1989	Within 1 year
Refund of fare and freight	Within 3 years

8. In each bench a Presenting Officer in J.A.Grade with assistance of Law Superintendent and Law Assistant are posted to present cases on behalf of Railway.
9. RCT shall have the power of a Civil Court.
10. An appeal against decision of RCT can be made to High Court having jurisdiction over the place where bench is located within 90 days.

Railway Rates Tribunal (RRT):-

Prior to independence, the functions of Rail Operation were done by private companies, as such; no special attention was paid towards railway rates. After independence, keeping in view, the interest of public and to control the improper rates Central Government has established Railway Rates Tribunal in 1949. Its Headquarter is situated in Chennai.

Section - 33:Constitution:-

According to this Section of Railway Act

1. The tribunal shall consist of a Chairman and two other members.
2. **Chairman** - A person who is or has been a judge of Supreme Court or High Court.
3. **Members -** One member shall; be a person who has special knowledge of the Commercial, Industrial or Economic condition of the country. Other member shall be person who has special knowledge and experience of the commercial working of the railways.
4. **Tenure -** The chairman and other members of the Tribunal shall hold office for five years or up to age of 65 years, whichever is earlier.

Section 36: According to this section RRT shall hear and decided complaints against railway administration.

1. Contravening the provision of section 70.
2. Charging for carriage any commodity between two stations at unreasonable rate.
3. Levying any other unreasonable charge.

Sections 37: Following matter are not within the jurisdiction of the Tribunal.

1. Classification or re-classification of any commodity.
2. Fixation of wharfage or demurrage charges including complaints attached to such charges.
3. Fixation of fares levied for the carriage of passengers and freight levied for the carriage of luggage, parcels, railway material and military traffic.
4. Fixation of lump sum rates.

Section 38: The tribunal shall have the powers of a civil court. Under these powers Tribunal can enforce the attendance of witness, compelling the discovery and production of documents and issuing summons to the customer.

Section 39: As per this section Central Government may make a reference to the tribunal for Inquiry of matters mention in section 37 and tribunal will also submit a report to Central government.

Section- 42- The decisions or order of the Tribunal shall be by a majority of the members sitting. This decision will be final.

Section- 45- According to this section Tribunal may vary or revoke the decision.

Section-46- The Tribunal may transmit any decision or order made by it to a Civil Court and Civil Court shall execute the decision as if it was decision made by that court.

Section 47- The Tribunal shall present annually a report to the Central Government of all its proceedings and decision

The cases of revision in regards of dismissal removal or compulsory retirement of Group 'C' employees the General Managers will send the files and connected papers without any observation or comments. The recommendations of Tribunal are not binding to General Manager.

CHAPTER-14:- Marketing and Sales Organization

Rail traffic in India started on 16 April 1853 between Boribundar and Thane. Railways had monopoly in transportation field since it was started in India. But after the independence, the Five Year Plan started. Under these plans, construction of roads and bridges was done rapidly and road transportation had developed.

In initial decades, Railways had not felt any need of marketing. But slowly due to increase in employee's salary, operation/ maintenance, expenditure and decrease share in country's total transportation and it started suffering financial loss. Due to inherent good features of road transport; Railway's high profit yielding commodities were attracted towards road transport.

In August 1967, Marketing and sales organization was established to identify the reasons for decrease of railway's share in country's total transportation and diversion of high profit yielding commodities towards road transport, increase rail traffic and to attract lost traffic.

Objectives:

1. Survey of expected traffic.
2. Market survey.
3. To attract lost traffic towards railway.
4. To increase traffic.
5. To retain existing traffic.
6. Co-ordination with other modes of transport.
7. To attract new traffic.

Function:

1. Intensive and comparative study of market
2. Market Survey
3. To contact, co-ordinate and organize meetings with businessman
4. To solve the problems of businessman.
5. To frame new schemes of marketing
6. To give wide publicity to marketing schemes
7. To review and improve the schemes
8. Give suggestion for liberalization of rates and rules
9. Comparative study of rates of road and rail
10. Traffic survey

11. To keep information about various development programs of Central and State Government
12. Propose opening of new station and siding
13. To collect traffic figures and to analyze and study them.
14. In regards to passenger amenities provided at station, study to be done whether the available amenities are liked by general public or not?
15. Response of general public in respect to railway facilities should be finds out and suggest ways to improve it.
16. To co-ordinate with other modes of transport.

Reasons of diversion of Rail Transport to other modes of Transport -

Indian railways carry all type of commodities Railway's aim is to earn profit as well as provide social service. Due to following inherent features of road transport, railways traffic gets attracted to road transport.

1. Door to Door service
2. Right of choosing customer.
3. Flexibility in rates.
4. Personal supervision
5. Quick settlement of claims
6. No packing condition
7. No restriction on working and business hour.
8. No extra charges like Demurrage Charge, Wharfage charge, Busy Season surcharge etc.
9. No need of indent.
10. Quick availability of transport service.
11. Quick transshipment enroute.
12. Low cost of transportation.
13. Less chances of damages and theft.

Steps taken by Railway in the field of Marketing -

Various types of schemes have been launched by Marketing and Sales Organization to attract and increase traffic.

Steps taken in field of Freight Marketing:-

1. **Freight Incentive Scheme : -**
   i. Incentive scheme for loading bagged consignment in OPEN and FLAT wagon;
   ii. Liberalized Automatic Freight rebate scheme for traffic loaded in Traditional Empty Flow Direction.
   iii. Incentive scheme for Freight forwarders
2. **Transportation Product:-**
   (i) Block Rake
   (ii) Mini rake;
   (iii) Two point rake
   (iv) Multi point Rake
   (v) Two and Multi point Rake (For other than covered wagon)
   (vi) Rake from two Originating Terminals; and
   (vii) Rake from two Originating Terminals (other than covered wagon).
3. Liberalized Wagon Investment scheme (LWIS)
4. Wagon Leasing Scheme (WLS)
5. Terminal Development Scheme (TDS)
6. Terminal Incentive cum Engine on load scheme (TIELS)
7. Roll on Roll off scheme (RORO)
8. Operation of NMG Rake.
9. Operation of Jumbo rake.
10. Merry -Go-Round (MGR)
11. Setting up of Private Goods Terminal
12. Facility of stacking in Railway Premises with the help of Central Warehousing Corporation (CWC).
13. Liberalization of Rates and Dynamic Pricing Policy.
14. Uniformity in working hours and business hours,
15. 24 hours working in Goods shed.
16. Simplification of Demurrage and Whafage rules.
17. Liberalization of siding rules.
18. Facility of free advance stacking before loading.
19. Freight Operation Information System (FOIS)
20. Electronic registration of demand for wagon (e-RD)
21. Electronic transmission of Railway Receipt (e-TRR)
22. Electronic payment of freight (e-Payment)

23. Notification of various routes for operation as CC + 6 tonne& CC + 8 tonne.
24. Manufacturing wagons with 25 Ton axle load.
25. Enhancement in carrying capacity of wagons.
26. To permit private container operators to operate container train (PCO)
27. Container Rail Terminal (CRT)
28. Introduction of Dedicated freight corridor (DFC)
29. Setting up of Multi Modal Logistic Park.
30. Special Freight Train Operator (SFTO)
31. Automobile Freight Train Operator (AFTO)
32. Auxiliary Hub for Automobile Traffic
33. Simplification of Coal and Coke rates.
34. Concession given to the short distance traffic.
35. Private Freight Terminal (PFT)

Steps taken in the field of Parcel Marketing:-

1. Leasing of SLR
2. Millennium Parcel Service.
3. TeevraGatiSeva (TGS)
4. Parcel Cargo Express Train (PCET)
5. Simplification of parcel rates.
6. Leasing of VPU & VPH
7. Computerization of Parcel service.
8. Refrigerated Van service
9. Online registration of Lease holder.
10. Special Parcel Train Operator (SPTO)
11. To grant permission for operation of Parcel van to the PCO

Steps taken in the field of Passenger Marketing-

1. Computerization of Reservation office.
2. Unreserved Ticketing System (UTS)
3. Tatkal Seva, Premium Tatkal Seva.
4. Coaching Operation Information System (COIS).
5. Integrated Train Enquiry System (ITES)- (Enquiry through call centre)\
6. Public Address System (PAS)
7. National train Enquiry System. (NTES)
8. Issuing unreserved and season ticket through ATMs.

9. Reservation through Internet (I-ticket & E-ticket).
10. Issuing tickets through ATVM.
11. Cash-Coin & Smart Card operated Ticket Vending Machine (CoTVM)
12. To encourage tourism based on rail road through IRCTC.
13. Issue Season ticket through IRCTC.
14. Online booking of Retiring Room
15. Online Booking of FTR coach/Train
16. Operation of tourist train.
17. Enhance Carrying capacity of coaches.
18. Operation of LHB coaches.
19. Introducing GaribRath Trains.
20. Operation of Suvidha Train
21. Operation of tourist train
22. Alternate Train Accommodation Scheme (ATAS)
23. Cancellation of PRS ticket on website and 139
24. Flexi Fare for Rajdhani, Shatabdi&Duranto Trains.
25. Dynamic policy for fare
26. Facility of tourist coupon ticket on Mumbai suburban section
27. Up gradation of reserved passenger.
28. Passenger profile management system (PPMS).
29. Facility of providing reserved ticket at Post Offices and Petrol Pumps
30. Jan Sadharan Ticket Booking Sewa (JTBS).
31. Station Ticket Booking Agent (STBA)
32. Yatri Ticket Suvidha Kendra (YTSK)

FREIGHT INCENTIVE SCHEMES:

Objective:

a. To generate additional traffic.
b. To generate additional revenue.
c. To attract freight traffic.
d. To increase Railway Earning

1) <u>Liberalized Automatic Freight rebate scheme for traffic loaded in Traditional Empty Flow Direction:</u>

1. Objective:

i. To garner the additional freight revenue, by suitable pricing mechanism by giving automatic freight rebate from the FOIS system for the traffic booked in the inter-zonal and inter-zonal traditional empty flow direction.

ii. To reduce the empty running ratio on Indian Railways.

2. Incentive:

i. For all traffic booked on the notified O-D pair under Traditional empty flow direction: -
Freight for train load, class = LR1, Freight for wagon load = Class-100
(Irrespective of Terminal, commodities and customer)
The discounted freight will be charged from the first rake. (Exception: - commodities given in the Bracket in O-D Pair.)

ii. Freight for commodities given in the Bracket in O-D Pair:
Freight for train load, class = LR1, Freight for wagon load = Class-100
This discounted freight rates will be given only when the monthly benchmark is crossed. Benchmark will be the total NTKM of that commodity for the corresponding month of the previous year.

iii. The booking of traffic from originating point to an intermediate point (only one) of the identified empty flow stream is permitted. The intermediate point should fall in the normal route of identified empty flow.
The freight shall be charged at class = 100 for train load, Class-110 for wagon load.

[2 (ii.) and 2 (iii.) have been kept is abeyance till further advice.]

3. Permitted Terminal: - All goods sheds, siding, port and PFTs etc.

4. Restricted Commodities: -

i. Cole & Coke;

ii. Commodities under Class LR2 and LR3;

iii. Iron Ores (all types);

iv. RMC traffic

v. Military traffic

vi. POL traffic

5. **Lead restriction**: -Traffic of 100 km or less distance is not allowed.

6. Permitted wagons: -

a. Open wagon BOXN group

b. Covered wagon BCN & BCNHL Group

c. Flat Wagon and Mixed Steel Rakes - BRN-Group, BOST-Group and CONCORD.

7. Salient Features:

i. The party does not have to apply for this scheme; the FOIS shall automatically calculate the charge rent automatically.

ii. The minimum offer of the traffic shall be half of the permitted stock.

Half rake for different stock is as under:

Wagons	Minimum number of wagons in a half rake
BCN / BCNA / BCNAHS	20
BCNHL	29
BOXN Group	29
BOST	22
BRN	21
BOXN + BRN Group / BOST / BFNS	20 (each type of minimum 5 wagon and BOXN maximum 10 wagon)

iii. Train load charging is subject to fulfillment of train load conditions.

iv. Under this scheme, book traffic will not be re-booked, diverted or given delivery short of destination.

A. However, diversion and delivery short of destination is permitted on account of force majeure conditions viz. Act of god, act of war and act of public enemies etc. But this shall be permitted with the approval of CCM and COM of the Zonal Railway who shall record their reasons in writing.

B. In case of such traffic is required to re-booked or diverted or given delivery short of destination, then, normal freight will be charged for the entire distance at the applicable class rate of commodity.

v. Rake 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.

2) <u>Incentive Scheme for Freight Forwarders:</u>

1. **Objective -** Cargo storage and increasing the commodity group on the railways.
2. **Restricted commodities** –
   - **A.** Applicable to all traffic, except following:
     1. All types of Coal ;
     2. All types of Coke ;
     3. Iron Ore ;
     4. P.O.L. ;
     5. Traffic moving in Privately owned wagons (Availing freight concession under any other scheme);
     6. Traffic loaded in Ports ;
     7. Container traffic ;
     8. Military traffic ;
     9. RMC ;
     10. Short lead traffic of less than 100 kms.; and
     11. Marine Gypsum.
   - **B.** If more than two goods are loaded in wagon then the following items are not allowed with the above items-
     - I. All types of ores and minerals.
     - II. Food Grains, Cement, Iron and steel, chemical fertilizer.
3. Distance Restriction- 700 Kms
4. Permitted wagon- Covered BOXN and Flat wagons.
5. Loading and unloading will be undertaken by Cargo-aggregator.
6. One or more variety of goods can be loaded in the wagons.
7. One or more variety of goods can be loaded without restriction in respect to number of wagons.

8. Incentive:

Sr.no.	Type of commodity	No. of wagons	Restricted commodity	Freight Rate
A	If one type of commodity loaded in each separate wagon	Any No. Of wagon	2 (A)	Train Load benefit of the commodity for each wagon
B	If two types of commodity are loaded in each separate wagon	Any No. of wagon	2 (A)	Train load benefit of the higher class rate commodity for each wagon
C	If more than two types of commodity are loaded in each separate wagon	not more than 10 wagons	(2A + 2B)	Composite class Rate 120

9. Prepayment of freight is compulsory, will be booked at owner's risk rate. Railway receipt will be issued for 'self' with remark 'Said to contain'.
10. All extent commercial rules and regulations will apply eg. Demurrage, Wharfage etc.

3) <u>Incentive Scheme for Loading Bagged Consignments in Open and Flat Wagons:</u>

1. **Objective:-**To encourage loading of bagged consignment in Open and Flat wagons.
2. **Concession -**

Commodity	Concession
All types of Fertilizer (Except Rock Phosphate), Bentonite powder, Stone powder, Chalk powder, Calcite powder, Cement, China clay, DOC, Food grains, Lead / Zinc, Quick Lime, Soap, Soda ash, Caustic Soda, Calcinated Bauxite, Marble chips and Hydrated Lime.	20%
Fly ash, Urea, Nimurea	30%

3. After giving all concessions, minimum chargeable freight should not be less than NTR of class LR-1.
4. Standard size bags should be used Maximum 100 kg.(2.5 ton jumbo bag cab be loaded only in open wagon)
5. Tarpaulin should be provided by the consignor.
6. Consignors will be required to furnish an undertaking on the forwarding note that they would bear full risk for damage / pilferage of the consignment.
7. The customer need not apply. Freight discount will be given at the time of issue of RR.

TRANSPORTATION PRODUCT:-

1. **Mini Rake -**

Mini rakes can be booked at train load class rates under following conditions.

i. Goods can be booked only in covered wagon.
ii. Minimum number of wagons - 20 covered wagon.
iii. It will be booked from and to any notified full or half rake terminal.
iv. Free time for loading / unloading - 5 hour.
v. Maximum distance for booking - 600 km(1000kms for Intra railway)
vi. Permitted only in Covered wagons.
vii. Excluding Coal, Ores and Raw material for Steel plant.

2. **Two point Rake -**

Two point rakes can be booked at train load class rates under following conditions.

a. This product is available only for Covered wagons. **
b. Originating Terminal should be a notified full or half rake terminal.
c. Both destination terminals should be a notified full or half rake terminal
d. Distance between both terminal should be-
   i. Not more than 200 kms in busy season
   ii. Not more than 400 kms in lean season.
e. Minimum 10 wagons should be loaded for each destination,
f. Total number of wagons indented and loaded must conform to standard the Block rake composition.

3. **Multi-Pont Rake-**

Multi point rake can be booked at train load class rates under following conditions:-

a. This product is available only for Covered wagons.**

b. Originating Terminal should be notified full or half rake terminal.

c. Each destination terminal should be notified full or half rake terminal.

d. Minimum 10 wagon to be loaded for each destination station.

e. Total numbers of wagon indented and loaded must conform to the standard block rake composition,

f. Supplementary charges of 20% will be levied from 1st Oct to 30th June on base freight.

4. **Two and Multi point Rake (other than covered wagon):-**

Two and Multi point Rake (other than covered wagon) can be booked at trainload class rates under following conditions:

a. Originating terminal should be notified as full or half rake terminal.

b. Each destination terminal should be notified full or half rake terminal.

c. List of two and multi point combination will be notified by Railway Administration.

d. Minimum 10 wagons should be loaded for each destination terminal.

e. Total number of wagon indented and loaded must conform to the standard Block rake composition.

f. Supplementary charge 20% on Multi Point rake from 1st Oct to 30th June on base freight.

5. **Rake from Two Originating Terminal:-**

Rake from Two Originating Terminal can be booked at train load class rates under following conditions:

a. This product is available for Covered wagons only.

b. List of two point combination will be notified by Zonal Railway.

c. Each Originating terminal should be notified full or half rake terminal.

d. Destination terminal should be a notified full or half rake terminal.

e. Distance between the two terminals should not be more than 200kms.

f. Minimum 10 wagons should be loaded from each originating terminal.

g. Total numbers of wagons indented and loaded must conform to the block rake composition.

h. The customers cannot cancel indent at one point after he has started loading at other point. If he does so, the entire freight will be charged for all wagons.

6. **Rakes from Two Originating Terminals (other than covered wagon):-**

Wagon can be booked at train load class rates under following conditions:

i. List of two point combinations will be notified by Zonal Railway.
ii. Each Originating terminal should be a notified full or half rake terminal.
iii. Destination terminal should be a notified full or half rake terminal.
iv. Minimum 10 wagons should be loaded from each originating terminal.
v. Total numbers of wagons indented and loaded must confirm the block rake composition.
vi. The customers cannot cancel indent at one point after he has started loading at other point. If he does so, the entire freight will be charged for all wagons.

ENGINE ON LOAD SCHEME (EOL):

1. **Objective:**
   i. Optimum utilization of rolling stock.
   ii. To minimize the detention of wagons.
2. Engine on-load scheme has been implemented for the better utilization of wagons and for quick transportation of goods.
3. During the loading and unloading, the engine will remain in siding so that the train can be run immediately after the completion of these tasks.
4. The owner of the siding will have to choose this scheme and also sign the agreement.
5. All new siding will be brought under the EOL operation while giving 'RTC'.
6. Siding holders will have to develop loading / unloading facility and yard lay-out facility as per 'EOL' concept. Yard and terminal detention must be saved. The party will have to adopt a round the clock work system in its terminal.

7. Permissible free time: Free time for demurrage charges will be less than normal rules so that the detention of wagons can be minimized.

Type of rake	EOL Free time in hours	
	Loading	Unloading
Open rake	3:00	5:00
Hopper rake	3:00	2:00
Covered rake	6:00	6:00
Tank rake	5:00	5:00

8. If any additional time is allowed, then it will be applicable. Such as additional time for shunting etc.
9. The following provision shall be applicable for the siding working under 'EOL' Scheme-2013:-
   i. The train engine can be utilized free of charge within the stipulated free time by the party. After the expiry of free time, the Engine Higher Charges will be taken.
   ii. In case of Bulb type siding, freight will be charged on the basis of through distance up to specific loading and unloading point. No shunting or siding charges for haulage of wagons within the siding beleviable.
   iii. Multiple pointing siding: Some siding serves new plants and old plants. If operation at one of the plant is covered under EOL norms, the siding can be notified as EOL siding with no cost of railway employee to the siding owner. However, the other benefits 'EOL' scheme would be applicable only for specific commodity and / or stocks handled in specified siding.
10. Suitable rest room facilities shall be provided for train crew by the siding owner.
11. Siding owner will also provide canteen facilities to the train crew on payment of charges as prescribed for their staff.

FREIGHT OPERATION INFORMATION SYSTEM (FOIS):

1. Working of Goods shed is computerized by CRIS which is known as Freight Operation Information System.
2. In this system work related to operations, yard management, and commercial working is computerized.
3. FOIS comprises of 2 modules -
    a. Rake Management System (RMS)
    b. Terminal Management System (TMS)
4. **Rake Management System (RMS) :-** This system include works related to Operating department like yard management, operation of goods trains etc. which is fed by Trains Clerk (TNC) or employees of Operating Department.
5. **Terminal Management System (TMS):-** This system includes work related to commercial department, which is fed by employees of commercial department. It is as under:-
    a. Demand Registration.
    b. Commercial Placement.
    c. Inward number taking.
    d. Preparation of Railway Receipt.
    e. E-payment.

Benefits:-

i. It easily provides all information to management.
ii. No error in calculating freight due to computerized system.
iii. Less possibility of wagon being unconnected and if wagon is unconnected, it is connected at the earliest.
iv. In this system every person gets instant, correct and uniform information
v. The current status of the consignment can be measured in the transit.
vi. The probable time of arrival of the goods on the terminals can be known.
vii. Helps in preparing various types of statistics such as wagon turn round, net tonne km, engine km, wagon km day, train km etc.
viii. Customers can take appropriate action by planning in advance for loading or unloading of goods.
ix. Saves time in doing various tasks
x. Less staff is required. Reduction of stationery costs.

xi. The management helps in making effective decisions related to transport management, implementing skills in the organization's work and the development of employees.

xii. Good services can be provided in low operating costs.

PUBLIC PRIVATE PARTNERSHIP (PPP):-

1. PPP is a new financial management concept to tackle the shortage of funds for quality and capacity enhancement and infrastructure development projects of Indian Railways. It combines the advantages of public and private sector.
2. 'P.P.P.' cell has been formed to attract private investment.
3. The 'PPP' project is implemented under the concessional agreements like BT, BOT, BOOT, BOLT, RM, RMT, ROMT etc.
4. Railways want to make partnership with private sector at railways terms and condition and in interests of customer.
5. Many areas have been selected for public-private partnership in Railways, which are as follows:

   i. The steps taken in this area are SPV, RLDA, CONCOR, IRCTC, RVNL etc.

   ii. Container train operation, construction of private siding, inland container depot and rail side warehousing.

   iii. Private operators have been allowed to run container services.

   iv. Catering services, hotels and food plaza.

   v. Construction of Dedicated Freight Corridor,

   vi. Commercialization of vacant lands,

   vii. Establishment of production units for the manufacturing of engines, coaches / coaches (SPW / SPV)

   viii. Establishment of Multimodal Logistic Park,

   ix. Liberalized wagon investment scheme,

   x. WLC

   xi. T.D.S.

   xii. P.F.T.

   xiii. S.F.T.O.

   xiv. A.F.T.O.

   xv. Ancillary Automobile Hubs

   xvi. High speed corridor

xvii. Modernization of metro and mini stations as a world class stations with modern passenger amenities in them.
xviii. Connecting port and SEZ to rail.
xix. High speed corridor
xx. Development of Agro Retail Outlets and Supply Chain
xxi. Establishment of super multi-specialty hospitals
xxii. Construction of ICD and Rail Side Warehouse
xxiii. R.U.B., R.O.B.
xxiv. Expansion of network and production capacity
xxv. IRCTC- Budget Hotel, Food Plaza, Food Court, Fast Food Unit, Luxury Tourist Train, Call Centre, Statistic and On Board e-catering facilities

PRIVATE FREIGHT TERMINAL (PFT):-

1. **Objective:**
   a. With the help of the private party, freight terminals will be developed faster.
   b. Increase the share of railways in the transport of goods traffic.
   c. Integrated, efficient and cost-effective logistics and storage services to guide raffic to the road going towards the railways.
2. PFT stands for Private Freight Terminal, which will be developed on private land by private party.
3. It will be managed by Terminal Management Company, which will be the owner of PFT.
4. Private land will be used, but railways will have to arrange railway land for linking railway.
5. **Brownfield PFT; -** The terminal which will be developed at the place of current Siding. Private siding owners can also become Brownfield. If the Container Terminal will be converted in PFT, then it will be considered under this service.
6. **Greenfield PFT:** New Terminal built by private party at private place.
7. **Nodal Agency**: - At the Railway Board level, its nodal officer will be EDFM and at the Zonal level during construction and planning period, its nodal officer will be CTPM and later on CCM (FM).

8. Eligibility:

a. The company registered under the Companies Act, 1956 Subsidiary company.

b. P.S.U.

c. Registered Co-operative Society

d. Assistant Siding / Private Siding Owner

e. Joint Venture Company

f. Consortium.

9. **Permitted commodities**: All types of traffic except Coal and Coke under priority 'C' will be booked. Outward loading of coal & coke, iron ore under D priority is allowed.

10. **Permitted Wagon**: All types of Parcel Van, wagon and private wagons available in Indian Railways.

11. **General conditions** :

i. T.M.C. will be responsible for fulfilling of all type of legal requirements.

ii. Construction of PFT shall be developed on the basis of private sidings. The working rules of PFT will like as EOL

iii. T.M.C. will be responsible for all type of taxes.

iv. P.F.T. Will work 24 hour.

v. Third party goods will be dealt by the Terminal Management Company.

vi. TMC will charge different types of charges, such as wharfage charges, and other value-added services to the party.

vii. TMC will be free to charge money from the customer for the services given by him.

viii. The wharfage charge collected by TMC will not be given to the Railways.

ix. Demurrage charge, engine detection charge and stabling charging will be paid to railways.

x. While issuing the railway receipt, the freight will be paid by the consignor to the Railways. Payment will be paid through e-payment.

xi. The booking of goods will be prepaid. The freight will be taken at the public tariff rate.

xii. The booking will be for the consignee.

xiii. There will be an agreement between the consignor and the TMC for the outward booking and the copy of the agreement will be kept with railway staff.

xiv. The Railways will not be responsible after wagons supplied to TMC.

xv. **Agreement period** - 30 year. After this, it can be increased according to the prevailing policy of that time.

RAIL SIDE WAREHOUSING SCHEME:-

1. **Objective -**
   i. Facilitate the availability of Rail Side Storage with the help of Public Private Partnership.
   ii. Single window plan facility
   iii. Attract additional traffic.
2. **Application** - Chief Commercial Manager of the concerned Railway
3. CWC will be in addition to warehouse
4. **Eligibility** - Any individual firm / corporate who has a business of 10 crores per year and who has experience in this field and is an expert in this field. Foreign agency who is a partner with an Indian.
5. **Site for warehousing**: -Proposals may be considered only at those locations, which will be result in attracting additional traffic. Survey will be carried through a warehousing agency. Location will be jointly decided by party and railways. Final decision will rest with Railways.
6. **Provision of land** -
   a. Railway will provide land for warehouse.
   b. While selecting the land, railways long term requirements will be kept in view.
   c. Size of plot will be on the basis of minimum guaranteed traffic.
   d. The land to be finally given on lease will be recommended by committee of SAG Grade officer.

6. **Earnest Money**- ₹. 5 lakhs

7. **Security deposit**- Successfully bidder will deposit amount of ₹.25 lakhs in form of bank guarantee.

8. **Mode of Selection:-**
   a. Through two packet tender.
   b. 5% profit share will have to be given to Railways.
   c. Tender committee will comprise of officers of SAG level of Commercial, Engineering and Accounts department.

10. **Period of lease** - Duration of lease will be 30 year. It may be extended in case of satisfactory performance. The Railways and the party will meet the decision to increase the duration, in which the terms of the extension will be

extended. If the period is not extended, then the structure of warehousing will be transferred to the railway.

11. **Land License Fee**: Railways will get license fee of ₹.1/- per square meter per annum.
12. **Revenue Sharing**: It will be minimum 5% of gross revenue. Revenue will be shared from 3rd year onwards or from date of start of operation of warehouse which is earlier. This share will be reviewed after every 3 year.
13. Loading and unloading facility by the warehouse promoter.
14. **Development and Maintenance of Common area**: By Party But the license fee will not be charged by the Railways.
15. Traffic to be borne by rail will be given priority. 70% of the warehouse will be the mark for rail traffic.
16. **Staff Cost**: Will be borne by the party.

TERMINAL DEVELOPMENT SCHEME (TDS):-

A. **Objective** -
   i. To develop new terminals through Public Private Partnership.
   ii. Long term commitment with customers for rail movement
   iii. To procure new special purpose wagons.

B. **Customers** - This scheme is applicable to following customer.
   i. These terminals would be set up on private land close to Indian Railway.
   ii. Railway may allow their surplus land at suitable location, if available.

C. **Terminal** - The terminals under this scheme are defined in two types.
   i. For Bulk Commodities - Cement, Fly Ash, Fertilizers (in loose conditions).
   ii. For finished Products - Iron and steel, bagged cement and bagged fertilizer.

D. **General conditions** -
   i. Private ownership of sidings or terminals at both ends.
   ii. The End-users shall approach the GM of the Concerned Zonal Railway with the proposal with all relevant details.
   iii. At least one of the two terminals should be developed as a new terminal.
   iv. Customer will bear all development expenditure
   v. Working hours will be round the clock.
   vi. The cost of commercial staff posted at the private terminals shall be borne by the end user.

vii. The end user developing the terminal on railway land should give a commitment for offering the following minimum volume of traffic-

First year of operation	0.5 million tonne
Second year of operation	0.75 million tonne
Third year of operation	1.0 million tonne

viii. The terminal is developed under the provision of siding policy, all charges would be payable to the IR by the end user. The terminal so developed shall have adequate facilities.

ix. The terminal will be operated under terminal Management System with facilities of E-Payment.

E. Concession

a) Terminals for Bulk commodities

i. Wagons will be procured under LWIS.

ii. Freight concession of 15% will be granted for a period of 20 years on loading in rake of SPW.

iii. Concession will be granted on base freight.

iv. Waiver of Busy season surcharge for a period of 20 years from the start of operation. No demurrage or wharfage charges shall be leviable. Waiver of terminal charge.

b) Terminal for Finished Products-

i. Only IR owned general service wagons shall be used for transportation.

ii. Waiver of Busy season surcharge for a period of 20 year from the start of operations.

iii. Waiver of terminal charge.

iv. Demurrage charge shall be leviable. No wharfage charge shall be leviable.

v. Free time permitted at the unloading terminal shall be as per TIELS norms.

SPECIAL FREIGHT TRAIN OPERATOR SCHEME (SFTO):

1. **Objective: -**
    i. To increase the share of railways in non-conventional traffic in high capacity and special purpose wagons.
    ii. This policy provides investment opportunity for the Logistics Service Provider and the manufacturer/ producer to get wagon.
2. SFTO will provide wagon to users (end-users)
3. **Eligibility: -**
    i. Joint Venture Company, a company registered under the Company's act.
    ii. The applicant should have experience of one year in any one of the following transport and logistics, port and land terminal operations, warehousing, container train operator, WLC , manufacturer etc.
    iii. The applicant should have net worth 50 crore or annual turnover 75 million in the last financial year.
4. The commodities included under this scheme have been divided into four categories (category)

Category No.	Registration Fee	Commodities
Category- 1	07crores	Bulk fertilizer, bulk cement, fly ash.
Category- 2	10crores	Bulk chemicals, petro-chemicals, bulk ammonia
Category- 3	10crores	Steel product which requires special wagon
Category- 4	03crores	Molasses, Edible Oil, Caustic Soda

5. An agreement will be executed between railways and SFTO for 20 year.
6. SFTO means a party who invest to procure the Rake and obtains permission from the Railway Ministry to arrange for loading / unloading of traffic in its auto freight train.
7. Wagons which can be included in this scheme will be certified by the prescribed standard and RDSO.
8. The application for the SFTO will be addressed to the ED (FM) Railway Board. Registration fees will have to pay within 01 month after getting the approval of MOR.
9. Applicants must apply separately for different categories.

10. The applicant will have to get 04% extra wagon and one Brake Van in addition to full Rake composition.
11. In case of loading in SPW rake, concession will be given to 12% freight for 20 years and on excess loading of more than 10% in HCW wagon, 02% additional freight concession will be given on each of the every additional tonnage. The concession will be granted for a maximum up to 10% freight, which will be up to 20 years.
12. SFTO will have to pay all other charges like taxes, fees, cess, etc.
13. The wagons procured by SFTO will not be included in the wagon pool of Indian Railways.
14. SFTO will have to develop his own terminal or will have to agreement with a Private terminal.
15. SFTO can take haulage charges, terminal charges, wharfage charges etc. independently from its customers, there will be no control of railway over it.
16. SFTO will have to pay demurrage fee on using the railway terminal.
17. Payment of freight will be done through E-Payment.
18. If the SFTO violates the agreement, then the agreement can be terminated by giving 01 month notice and the registration fee will be forfeited.

AUTOMOBILE FREIGHT TRAIN OPERATOR SCHEME(AFTO):

Objective:

To **p**rovide a PPP based opportunity to logistics service providers and road transporters to invest in wagons and use advantage of rail transport to tie up with end-users and market train services to create a win-win situation for railways and themselves.

Salient Features:

1. AFTO means a party who invest to procure the Rake and obtains permission from the Railway Ministry to arrange for loading / unloading of traffic in its auto freight train.
2. **Nodal Agency**: At Railway Board level- ED (FM) and at zonal railway level-CCM (FM) will be nodal authority.
3. **Commodity to be loaded:** Automobile traffic will include passenger cars, two/three wheeler automobile units, mini trucks, tractors, chasis, shells of cars, automobile moved in CKD conditions.

4. Eligibility Conditions for Application-

(i) Registered Company as per company Act 1956,

(ii) Subsidiary Company,

(iii) Joint Venture Company or

(iv) Public sector entity.

5. Applicant should have experience in one of the below-

   (i) Transport,

   (ii) Port Operations,

   (iii) warehousing,

   (iv) Container Train Operator,

   (v) WLC.

6. The applicant should have net income of ₹.30 Crore in the last financial year and average annual turnover of ₹.20 Crore.
7. The application for the AFTO will be addressed to the ED (FM) Railway Board along with application fee equivalent to 1% of registration fee.
8. Registration fees ₹.5 Crore will have to pay within 01 month of getting the approval of MOR.
9. An agreement will be executed between railways and AFTO for 20 years which is extendable till codal life of wagons. Agreement will be signed by the CCM (FM) of the concerned zonal railway.
10. Minimum investment for 3 rakes along with 4% maintenance spare and brake van. However, AFTO can procure any number of rakes under one registration.
11. Wagons which can be included in this scheme will be certified by the prescribed standard and RDSO.
12. Trains procured under AFTO will not be merged in the wagon pool of Indian Railways.
13. Maintenance of wagons by railways at its own cost except special components, cost of which will be defrayed by investor.
14. Freight rates for AFTO are separate for loaded direction and empty direction.
15. Terminal Access Charges also to be levied.
16. Back loading of automobile verticals (auto ancillaries, auto spare parts etc.) are charged at per wagon rate instead of rake rate
17. Free to run trains from Railway Terminals open for automobiles or from private terminals.

18. AFTO shall nominate a base terminal from where it will operate so that a base maintenance depot can be nominated by railways
19. Freight rebate will be notified time to time,
20. AFTO will have to pay all other charges like taxes, fees, cess, etc.
21. AFTO will have to develop his own terminal or will have to agreement with a Private terminal.
22. AFTO can take haulage charges, terminal charges, wharfage charges etc. independently from its customers, there will be no railway control over it.
23. AFTO will have to pay demurrage fee on using the railway terminal.
24. Payment of freight will be done through E-Payment.
25. Free to terminate the agreement before expiry of agreement by giving three months' notice.

POLICY ON DEVELOPMENT OF AUTOMOBILE AND ANCILLARY HUB:

1. Objective:-

i. To increase the modal share of Railways in transportation of automobiles.

ii. To develop more automobile and ancillary hubs to facilitate end to end logistics.

iii. To provide an opportunity to automobile manufacturers to carry their traffic by rail in bulk and do secondary distribution to consuming centers in the immediate catchments areas from such hubs.

2. Eligibility:-

i. Any registered company in India i.e. manufacture of automobile or logistics company or Society for Indian Automobile Manufacturer (SIAM) or registered freight train operator having

ii. Party must have annual turnover of ₹. 20 crore during last financial year

3. **Application:** - Apply to the CCM of concerning ZR. Agreement shall be make between party and CCM.

4. Site for the automobile and ancillary hubs:-

Site for hub may be considered at those locations where there is a possibility of attracting sufficient traffic and sites so identified are agreed by the railways. Railway will take a final decision based on the operational feasibility, availability of rail connectivity and availability of surplus railway land. Railway land will be provided for such hubs on license basis initially for a period of 7 year. The license fee shall be payable as per extant policy.

5. **Period of agreement:** The agreement will be for a period of 7 years extendable every year based on the satisfactory performance.

6. Other Terms and conditions:

i. The hub shall be developed in and around the area where the rail terminal exists.

ii. Free time for loading / unloading will be as per extant rules.

iii. Stacking area shall be used for rail borne automobile traffic only.

iv. The licensee shall build and provide all the facilities like staking area, circulating area, fencing, lighting, approach road, security, office space, water supply facility etc.

v. The licensee shall be responsible to provide available facilities to the automobile rail customer.

vi. The licensee shall be the custodian of the automobiles in the hubs and shall be responsible for their safety.

vii. Railway reserves the right to terminate the agreement for any breach and terms and conditions of agreement.

BOOKING OF AUTOMOBILE TRAFFIC CARRIED ON NMG, BCACM & BCCNR WAGONS:

1. BCACM & NMG/BCCNR wagons when loaded with automobile (including 2-wheelers & tractors) will be charged at Class BCACM & Class NMG respectively.
2. Class NMG will also applicable to BCCNR wagons, when loaded with Automobile traffic.
3. The normal and minimum composition of BCACM, NMG & BCCNR rakes will be as under:-

Stock	Normal Composition	Minimum Composition
NMG	25	24
BCCNR	30	27
BCACM	45	40

4. Various charges under Dynamic Pricing Policy like Busy Season Charge are not leviable on automobile traffic moved in these rake.
5. Development charges will be levied on NTR.
6. Normal rules for free time, DC, WC and stacking as applicable to goods traffic will also applicable to this traffic.
7. There will be no charge for empty haulage of these wagons.
8. If other than automobile commodity is carried in these wagons i.e. ifmis-declaration is detected, a penalty at the rate of twice the applicable rate on per wagon basis for the entire train, shall be levied.. The penalty will be in addition to the freight already paid.

DEDICATED FREIGHT CORRIDOR (DFC):-

1. Objectives-

i. To increase speed of freight trains.
ii. Reduce unit cost of traffic from high productivity.
iii. Applying high technology in freight operations
iv. Increase the involvement of railways in the freight market by practicing prevailing logistic services.
v. Ensure the freight services in timely and fixed transportation times.
vi. Reducing operational expenses and transit time.
vii. Better use of railway assets.
viii. Enhancing the loading capacity.
ix. Reducing the load on existing corridor.
x. Reduce congestion.

2. Dedicated Freight Corridor Corporation of India Ltd, a public organization for the construction and operation of DFC. Founded in October 2006

Main features: -

1. Two sanctioned corridors are - Eastern and Western corridor .These corridors will be double line. Four additional corridors are planned and two proposed.
2. Eastern corridor will be electrified and the Western corridor from diesel engine.
3. Both corridors will be constructed for 25 ton / 32 ton axle load.
4. Eastern corridor will start from Ludhiana and will reach Danakuni via Ambala, Saharanpur, Khurja and Allahabad.
5. The western corridor will start from Jawaharlal Nehru Port Trust (JNPT), Navi Mumbai and will reach Dadri via Vadodra, Ahmedabad, Palanpur, Rewadi, and Tuglakabad.
6. The stations will be located at an interval of 40 km distance. The length of the loop line will be 1500 meter.
7. There will be two separate loop lines at the station. There will be grade separators in place of the level crossing gate.
8. All trucks and other maintenance work will be done by the machinery.
9. The maximum allowed speed is 100 KMPH.
10. There will be no LC Gate on DFC lines.

Benefits of DFC -

1. 80% freight traffic will be transported by DFC .Passenger and freight traffic will improve.
2. WTR will improve and will be the best use of assets.
3. Due to less use of oil, it will help to avoid environmental degradation.
4. Operation of "RORO" scheme will save more in foreign currency. India will not be much dependent on fuel abroad.
5. Reduce greenhouse gas emissions. Decrease in the number of employees and staff expenses.

LIBERALIZED WAGONS INVESTMENT SCHEME (LWIS):-

This scheme is introduced by Ministry of Railway which will supersede, Wagon Investment Scheme and Own Your Wagon Scheme. Consumers who have invested in old schemes can avail their benefits till the duration of agreements.

1. Objective -

i. To encourage procurement of wagons through Private Public Partnership.
ii. To enhance carrying capacity of Indian Railways.
iii. To increase Railways earnings.
iv. To attract expected traffic in future.

2. Procurement of Wagons - Following investors can procure wagons under this scheme-

a) WLC - Wagon leasing company -For leasing to end user.
b) End users - Will invest for their own traffic only.

3. Type of Wagons :-

a) High capacity wagons(HCW) - Wagons with payload which are at least 2 tonnes higher than the payload of extent similar wagons for 22.9 or 25 tonne axle load routes.
b) Special Purpose Wagon (SPW) - Wagons designed for a specific commodity.

4. Restricted Commodities- Coal & Coke, Ores and Minerals.

5. Procedure for Procurement of Wagons:-

a. COM of the Concerned loading Railway should be contacted along with details of proposal including numbers of rakes required, type of wagons, commodity, loading station, destination station, closed circuit route etc.
b. After examination of the proposal, NOC should be issued within 10 days of receipt of application by COM.
c. Application along with NOC should be forwarded by Zonal Railway to Executive Director (Freight Marketing), Railway Board for approval.
d. On the basis of the approval of Railway Board an agreement will be signed between CCM and Investor.
e. Wagon should be procured in units of rakes with 4% maintenance spare and one brake van.
f. Wagon will be procured by customers directly from Wagon manufacturers or through import subject to compliance with design and specifications of RDSO.
g. A notification will be issued by CCM with details mentioning the concession, name of investor, number of wagons, name of commodity, approved circuits etc.
h. Rake should be procured within one year from the date of signing of agreement.
i. These wagons will not be included in general pool of IR. They will be known by the name of private investor only.
j. Loading in wagon procured under this scheme will be permitted only against indents registered by end user.
k. If the End Users does not place any indents, these wagons will remain idle in his premises. If these wagons are stabled in railway yards, stabling charges will be payable as notified.

6. Freight Concession

a. Investment in HCW, with a pay load of 2 tonnes more than the pay load of extent similar wagons will be eligible for a freight concession of 12% for a period of 20 year. For each additional tonne of pay load, an additional 0.5% of freight discount will be granted.
b. Freight concession of 15% will be granted for a period of 20 years for SPW.

WAGON LEASING SCHEME (WLS):

1. Objective:-

i. To bring in wagons of new and better designs.

ii. To develop a strong wagon leasing market.

iii. To procure rolling stock according to demand of wagons.

2. Eligibility Criteria:-

a) Entity should be registered in India under the Companies Act, 1956.

b) At least 5 years' experience of asset leasing business.

c) Net worth of at least 100crores.

3. Registration :-

a. Entity will be required to register itself with Ministry of Railway

b. Registration fee will be ₹.5 Crore, which is non-refundable.

c. Registration will be valid for 35 years

d. Validity of registration will extended without any charges subject to satisfactory performance.

e. Registration will be cancelled on the company becoming insolvent or on breaching contract.

4. Procurement of Wagons by WLC

a. Wagons can be procured directly from wagon manufactures or through imports.

b. Wagon also can be procured from AFTO, SFTO or end user.

c. Wagon must be according to RDSO standards.

d. Procurement of wagons will be allowed only with prior approval of Ministry of Railway.

e. Procurement of wagons would be in units of the standard rake along with 4% extra wagons and one brake van for maintenance.

f. Freight concessions to which investors are entitled under LWIS will be made available to lease holder. However, this benefit will not be given if wagons are procured in lease by operator.

5. Leasing Contracts

a. Wagon leasing contract will be bi-partite agreement between the WLC and the lease holder.

b. Railway will not have any responsibility or liability in respect of wagons leasing contract.

c. One copy of agreement should be given to IR.

d. The WLC will have the right of substitution of lease holder under intimation to Indian Railway.

e. On receipt of an advice of termination of the agreement by the WLC, IR shall cease to make such wagons available to the lease holder

f. Lease holder will pay Freight, Wharfage charges, stabling charges and other charges to IR.

g. Freight charges at class 100 will be collected by IR to move idle leased wagons.

MERRY-GO-ROUND SYSTEM (MGR):-

1. All proposals relating to this system should be approved by the concerned Zonal Railway
2. All M.G.R. Proposals will be approved by GM on the basis of the recommendations of committee comprised with COM, CCM and FA & CAO at the zonal level
3. MGR terminals on both ends will be private terminals.
4. The party whose terminal will provide the basic infrastructure needed for loading/ unloading.
5. Connectivity of MGR terminal should be connected with FOIS and operated by TMS, the payment of freight and other charges should be enabled by e-payment.
6. The Payment of freight should be as per guide lines of E-payment. System Cost will be borne by party.
7. The railway track between the two terminals will be provided by the customer. The running speed (axle load 22.9 ton) capacity of the freight trains should not be less than 40 km / hrs on the track.
8. The necessary signaling equipment will be made available by the railway at the cost of the owner/party.
9. The party will be responsible for maintaining railway track, other assets and resources according to the prescribed standards. However, the above

resources can be arranged by the railway on payment of suitable charges by the party, for which the agreement will be executed separately.

10. The Railways will provide loco, breakage and other rolling stock under this system for the running of the rake as per requirement.
11. The party will be loading at least one rake daily under this system and the Railways will provide a rake of BOBRN or BOXN. More than one rake can be supplied by the Railways, if there is a legitimate requirement.
12. The working of the both terminals should be 24 hours (Round the clock)
13. Free time for loading / unloading of rakes will be as under-

Wagon	Loading	Unloading
BOBRN	3 hours	2 hours
BOXN	3 hours	5hours

14. Demurrage charge over the rakes at both terminals will be applicable as per general rules.
15. An In-motion electronic weigh bridge will be installed by the party at the loading point to avoid overloading in the wagon.
16. When overloading is found in wagons, penal charges will be recovered according to normal rules.

ROLL ON ROLL OFF SCHEME (RORO):-

1. Roll on Roll off a Western Concept that helps in transporting goods faster. RORO scheme was started in January 26, 1999 on the Konkan Railway.
2. Under this scheme, the truck can be run on rail track and road. This system has been run on Kolard - Surathkal (734 km) section by Konkan Railway Corporation Limited.
3. In this system, a loaded truck can be rolled on from consignor’s station and Roll off to consignee’s station by the train.
4. It is mainly run on the Mumbai-Mangalore section.
5. There is no requirement of warehouse in this scheme, only loup line, ramp and approach road is required.
6. The loading and unloading is completed in 2 hour.
7. In any situation, the gross weight of the track should not exceed the wagon's PCC.
8. Service Tax and Other Taxes / Surcharge / Cess will be taken as per rules

9. All other rules of the commercial department will be applicable.
10. Wagon to be used- RORO requires the necessary Modified BRN Wagon.
11. Permitted Person with truck - maximum 2 person

Benefits to customers:

1. Four actions- saving on both ends of loading, unloading.
2. Fuel saving of trucks. Save time because they have direct transportation.
3. Breakage of trucks, tire and other maintenance - The possibility of accidents is less.
4. Transport with guarantees at reasonable rates and increase in profit margin.
5. The system will be monitored every minute on the transportation of truck.
6. There will be 30 flat wagons for carrying 60 trucks with 10 tonne capacity of each truck.

Benefits of Railways:

1. Improvement in the wagon turn round, the highest stock utility - 1000km per day.
2. Loaded trucks are loaded on both ends in RORO.
3. No need of warehouse and less terminal detention.
4. There is no additional over head cost.
5. Infrastructure is not required.
7. Increase in income without additional investment.
8. Railways will have no responsibility for damage to the goods, losses; leakage etc. and the claims on the railway will be reduced.

CONTAINER SERVICE:

Container Service is a Multi modal transport system for carriage of cargoes in containers by more than one mode of transport.

Objective of Container Services in Indian Railway

i. To attract high rated road borne traffic for rail movement in containers, with a view of providing a complete door to door service.
ii. To introduce a PPP based inter modal transport in railway.
iii. Consolidation and aggregation of traffic to maximize movement in train loads/wagon loads.

iv. Co-ordination of different modes of transport to avoid wasteful competition.
v. To provide Single window service to the customer.
vi. To Encouraging containerization both for internal as well as import/export cargo.

Advantages of container Service:

i. Containerization involves consolidating mixed general cargoes into standardized container. And it is an essential pre requisite for efficient multi modal transport.
ii. Reduces overall physical distribution costs.
iii. Quicker and safe transit.
iv. Door to door service. Trader can import/export goods from nearby Inland Container Dept (ICD)/Container Freight Station (CFS) without going to sea ports.
v. Easy packaging and Reduce cost in packaging, insurance and documentation.
vi. Easy tracking
vii. Easy handling by gantries, mobile cranes wit reduction in time.
viii. A standard size flat car could move all traffic of varying cargo size.
ix. Freight customer does not have to register a wagon or rake, he has just to order a given number of containers which is send to his premises for loading/unloading and are brought to freight terminals.
x. Cost involved in taking freight to goods shed and taking them to customer premises at the other end is avoided.

Policies of railway in the field of container service:-

Policies/ activities initiated by railway relating to the container service areas under:

i. Private container Operator (PCO)
ii. Inland Container Depot (ICD)/Container Freight Station(CFS)
iii. Container Train Operator (CTO)
iv. Container Rail Terminal (CRT)
v. Hub & Spoke system

Rates for Charging of container traffic:

i. Haulage charge
ii. Container class rate

Steps for Future development of Multimodal Transport/Containerization:

i. Increase port facilities.
ii. Setting up of more ICDs/CFS with adequate facilities for reception/dispatch of freight liners, mechanized loading/unloading facilities for containers, adequate warehousing, expeditious customs check and documentation.
iii. Adequate rail transport between ports and ICDs. These should include running of freight liners on scheduled paths and also land bridging between ports.
iv. Improving roads for moving ISO container.
v. Acquiring cellular container ships by Shipping Corporation of India.
vi. Developing Inland Waterways. Developing computerized information system to keep track on movement of containers so as to enable efficient monitoring of same.
vii. Accepting ICC recognized trading terms, combined transport documents, uniform customs practices.
viii. Development of adequate number of Multi modal transport operator.

CONTAINER CORPORATION OF INDIA LIMITED (CONCOR):

1. CONCOR was established in the year 1988. Its head quarter is situated at New Delhi.
2. **Objective**
   a. To encourage national and international business.
   b. To provide door to door service.
   c. To co-ordinate with other means of Transport for safe and quick service.
   d. To encourage export traffic.

3. Regional Head Quarters of CONCOR:

Northern Region	Tuglakabad
Western Region	Mumbai
Eastern Region	Kolkata
Central Region	Nagpur
North West Region	Ahmadabad (Sabarmati)
North East Region	Dadri (Noida)
North Central Region	Jaipur
South Central Region	Secundrabad
Southern Region	Chennai

4. Services provided by CONCOR:

a. *Domestic Service* - Under this, container service is provided within country. Domestic service is 20% of the total container traffic

b. *EXIM Service* (Export Import service) - Under this, transportation service is provided to containers loaded with commodities for export & import from and to ports. EXIM service is 80% of the total container traffic.

c. For this, containers of International standard are used. The size of containers is as follows.

Type of Container	Dimensions in feet	Carrying Capacity
TEU- Twenty Feet Equivalent	20f x 8f x 8.5f	21.5 T
FEU- Fourty Feet Equivalent	40f x 8f x 8.5f	23 T

5. **Benefit of Container Service:**-

i. Door to Door service is provided for Domestic and EXIM traffic.

ii. Reduced detention of Rolling stock due to mechanized loading and unloading.

iii. Less possibility of theft due to use of special locks.

iv. Minimized paper work and PLM.

v. Actual geographical position of container can be located with the help of computer during transit,

vi. Goods are prone to less damage due to quick transportation.

vii. High quality stacking facility is made available.

CONTAINER RAIL TERMINAL (CRT):

1. **Conditions**
   a. Operation and handling of conventional trains will be given preference over container trains.
   b. All Private Container Operators (PCO) will have access to any container rail terminal on “first come first serve basis.”
   c. Use of ground at a container Rail terminal (CRT) will be permitted to only one private container operator at a time
   d. No CRT will provide storage facilities.
   e. All CRT will function round the clock.

2. PCO will be responsible for security of cargo awaiting loading and removal.

3. **Terminal Access Charge:**
   i. Per rake per terminal- ₹. 132860/-
   ii. If both terminals of Railway- ₹. 265920/-

4. Free time for loading/unloading- 09 Hr.

5. **Detention charge**- ₹.150/- per Wagon per hour or part thereof, if rake detained after free time.

6. **Ground usage Charge:**
   a) Ground usage charge will be levied for the use of ground at CRT after expiry of free time.
   b) Free time and usage charge.

Type of CRT	**Free time**	**Per rake per hour.**
Group - I	12 hours	₹.6750/-
Group - II	15 hours	₹.5400/-
Group - III	30 hours	₹.3375/-

   c) Advance stacking at any CRT is permitted free for 24 hour.

7. **Development Surcharges** - Development surcharge at the rate of 5% will be leviable on haulage charges

8. Procedure for notifying a CRT

a. It will be processed by CCM in consultation with COM and PCE, with the personal approval of GM.

b. It must be ensured that the current inward / outward traffic of the Good shed is not hindered.

POLICY ON PRIVATE SIDING:

1. **Private Siding:** Private siding refers to privately owned siding constructed/ laid out by a party at its own cost for railway freight services at the premises of plant or manufacturing unit or production unit or mines etc under a special agreement.
2. **Eligibility and Applicability:** Private siding is only for end user who owns a plant/manufacturing unit or production unit. End user also includes FCI, POL and Container.
3. **Nodal agency:** In order to provide a single window service to customers, nodal officer is nominated.

   At RB level- ED/CE (G) will be the nodal officer during construction stage and Executive Director (Freight Marketing) would be the nodal officer both prior to construction and also after the siding is notified for commercial operation.

   AT Zonal Railway level- Chief Traffic Planning Manager (CPTM) for all siding matters, CE(G) will be coordinating officer during planning and construction stage and As soon as the siding is notified for commissioning, CCM (FM) will take over as nodal officer.
4. **Application Procedure and Time line:**
   1. Application shall be given to CTPM of concerning ZR along with non-refundable deposit of ₹.20,000/- along with the relevant details like name of the party, consultant's name, brief description of the siding work, Location (station, division, railways) with 3 options, inward and outward traffic projections, related land details, , pre-feasibility report, Conceptual layout drawing, anticipated cost of the siding project.
   2. After examining the feasibility report and conceptual plan, COM will issue 'In Principle Approval' (IPA).
   3. After getting IPA party will submit detailed project report to the railways.
   4. CTPM will approve detail project report and detail estimate is communicated to the party and concerning officer.
   5. Decision on the mode of execution of work is taken. (by party or by railways). Party has to deposit codal charges and informed to sign the provisional integrated agreement.
   6. In a whole process of survey, approval of DPR, execution, final inspection etc railway shall observe a time line as under:-

a. For all the approval before the start of work=D+ 7 Months.
b. For commission of private sidings= D+ (12 months to 25 months)
c. D- Date of application.

vii. Commercial operation on the siding shall be permitted only after signing of 'Private siding agreement' and 'Land lease agreements' by the Sr.DCM and Sr.DEN on the division respectively.

5. Departmental charges:-

Departmental charges shall be payable by party. Departmental charges shall be levied to cover the cost of tools and plant and of establishment supervision w.r.t Survey, DPR approval, Plans and Estimates, Construction and final inspection and shall be utilized by the concerning departments. The charges leviable will be on the total cost of private siding project.

6. Capital Cost:

i. The siding owner shall bear the capital cost of the new siding from the take-off point at the serving station.

ii. The capital cost of all traffic facilities such as 'Y' connection, additional lines at the serving station, crossing stations, patch doubling of the section etc. shall be fully borne by the railways.

iii. The distance for charging of tariff, for each 'Y' connection shall be increased by 5 (five) kilometer.

iv. The capital cost for augmenting the facilities, within the premises of siding owner shall be borne by the siding owner.

v. Licensing of land for providing connectivity to the private siding exclusively shall be done as per extant policy.

vi. Maintenance and operation of these assets at the stations including staff cost shall be the responsibility of railways.

vii. If it is not feasible to provide connectivity from existing serving station, the entire capital cost of the new block hut/ Block station and related items is borne by the party.

viii. The siding owner also plays a lump sum amount towards the maintenance and deployment of staff at new block hut/ Block station.

7. Cost of Gauge Conversion: The cost of Gauge Conversion should be shared with the party by the railways, provided the investment made by the Railways is financially viable with a minimum ROR at 14%. If it is not financially justified, the siding owners will bear the full cost or the siding will be closed.

8. Maintenance of Assets on New and Existing sidings:

a) Responsibilities of siding owner:

i. Siding owner shall have option to maintain the track etc, of his siding either himself or through the railways.

ii. Siding owner shall at all times maintain his siding properly so that train operations are not hindered.

iii. Siding owner shall be liable to pay damage cost if the rolling stock is derailed / damaged inside the siding due to the bad maintenance condition.

b) Electrification cost:

In new siding- by party and in existing siding by railways.

c) Cost of OHE:

OHE maintenance cost for existing as well as new sidings will be borne by the Railways. In case of theft of OHE in the siding owner premises, cost of restoration of that shall be borne by party.

d) C & W Examination:

In new siding: The capital cost of C &W on one time basis may be borne by the party. Running repairs and staff cost in all cases should, however, be borne by the Railway.

In existing siding: The capital expenditure on the construction of sick lines/ train examination lines and the cost of staff quarters shall be borne by the siding owner. While railway will bear the cost of tools and plants, consumable stores recoverable, P-way materials.

e) Maintenance cost (Civil Engg.);- At both new and existing sidings maintenance shall be got done by the party at his own cost. The railways would charge "Inspection Charges"..

9. Cost of Railway Staff: The party shall bear the cost of one commercial staff per shift; or as decided by the railway depending upon the work load. Party has to deposit cost of the post of commercial staff estimated for 10 years before the commercial functioning of sidings.

10. **Permanent Way:** Cost of P- Way material, all charges incurred in laying and fitting of P-Way material and all other equipment's, which may be , freight at the public rates , material trains and handling charges shall entirely be borne by the party.

11. If railway wagon gets damaged din the siding due to the fault of siding owner, the cost of damage and deficiency shall be recovered from the party.

12. Maintenance of S & T Assets: Maintenance of S & T equipment's, provided at the takeoff point of the siding and linked to the main line railway track shall be done by railways. Maintenance of S & T equipment's inside the

siding is done by party at its cost. Railway will charge the inspection and supervision charges to the siding owner.

13. Electronic IN- Motion Weighbridge: Siding owner shall be required to provide at its cost an EIMB at a private siding having outward traffic.
14. Terminal management terminal (TMS) of FOIS with access shall be install at the siding at party's cost.
15. Siding owner shall provide all facilities for the provision of FOIS terminal in the siding for issuing of RR and taking delivery of the consignment.

PARCEL MANAGEMENT SYSTEM (PMS):

Objectives: -

i. To increase the parcel traffic
ii. Optimum utilization of parcel space.
iii. To minimize the claims.
iv. To bring the transparency in the system.
v. To curtail the corruption.
vi. To improve the railways image with customer satisfaction.

Main Features:-

1. Direct capture of parcel weight electronically.
2. Universal windows for all destinations for booking.
3. Single window for weigh-ment and cash payment possible.
4. Advance unloading guidance about inward parcel from the system at destination.
5. Tracking parcel with help of barcode technology and through SMS.

Modules:-

1. Forwarding note
2. Booking-Parcel, luggage, lease, FSLA
3. Loading-Loading guidance-Loading summary
4. Unloading-Unloading guidance, Unloading summary
5. Inward godown
6. Delivery
7. Training Module
8. Bug reporting
9. Data Warehouse

PLUTO:

- Tracking of parcels through online information of parcels on internet site www.parcel.indianrail.gov.in
- Customer can track any parcel against PRR no. on the parcel receipt.
- This tracking has been integrated with NTES system for expected time of arrival at destination.

Benefits:-

1. Customer:

i. Track latest status of the parcel through internet and SMS

ii. Reduction in time required for weighment and booking

2. Staff:

i. Automatic freight calculation based on latest rules

ii. Reduction in human error.

3. Railways:

i. Loading generally according to priority thereby curtailing malpractices and complaints

ii. Beneficial to Accounts for internal check

iii. Reduction in Claims

iv. Potential for revenue generation based on improvement in service.

COMPREHENSIVE PARCEL LEASING POLICY (CPLP):-

1. Objective:-
   a. To increase parcel income.
   b. Promotion of shipments in unused or in-use compartments.
2. Lease Space:
   a. SLR - One compartment of 4/5 ton.
   b. VP for 18/25 tons
3. Two compartment of the front SLR and one compartment of rear SLR of all trains will be leased out.
4. The SLR will be leased from originating station to destination station for only one direction.
5. VP will be leased by the owning railway on the round trip basis.
6. Duration of Agreement:

i. Long term – five years

ii. Temporary lease for 30 days but not more than six months

iii. For day to day - up to 10 days.

iv. VP will be leased out for only long term basis for 5 year.

7. **Registration:**

a. In case a person wishes to lease the SLR / VP, he must get himself registered at the Division / Zonal level, and has to pay registration fee as follows:

Category	Lease Space	Annual Turn over	Registration Fee (₹.)
A	VP/SLR	2 Crore	1,00,000/-
B	SLR	50 Lakh	50,000/-

b. For leasing of SLR registration in “B” Category should be done at Division level and for leasing of VPH/VHU registration should be in category “A” at Zonal level.

c. Separate registration should be done in each Division for participating in tender.

d. Along with the certificate of Registration the leaseholder will also be issued a numbered Photo Identity Card duly signed by competent Commercial Officer.

e. Validity of registration certificate is 5 years.

f. A leaseholder Registered in A category can participate in all tender.

g. Registration can be renewed before the expiry of the validity of the certificate, no additional charges will be charged for it.

h. If registered leaseholder wants to cancel the registration then the registration fee will be refunded.

8. **Earnest Money Deposit:**

i. All the registered leaseholder participating in the tender will have to deposit an Earnest Money as under :

Lease Space	Earnest Money Deposit (₹.)
SLR	1,00,000/-
VPH/VPU	4,00,000/-

ii. Earnest Money will be refunded to unsuccessful bidder/bidder.

iii. Earnest Money can be deposited in cash/bank draft.

iv. Earnest Money of successful bidder can be converted in security deposit.

9. **Security Deposit/ Performance Guarantee**

a. Successful bidder to have submitted security deposit as under:

Lease Space	Security Deposit (₹.)	Minimum SD (₹.)
SLR	10% Annual lump sum lease freight	1,00,000/-
VP	10% Annual lump sum lease freight	4,00,000/-

b. The security deposit amount will be refunded after three months of the expiry of the contract period.

c. The security deposit will be seized in the following circumstances.

i. If the contract is cancelled on punitive measure.

ii. Non commencement of loading within stipulated time period on account of over bidding.

iii. Loading discontinuing without proper notice.

10. **Reserved Price:**

A. For SLR - Normal freight which will be according to the scale of the vehicle.

B. Reserved Price for VP:

Type	Train scale	Reserve price
For all origin-destination including NFR	For train scale-R”	1.5 X scale “R”
	For train scale-“P” or “S”	1.5 X scale “P”

11. **Inviting tender:**

a. Tender of SLR will be invited by Division and of VPH by Zonal headquarter.

b. Tender will be published in Hindi, English and regional newspapers at least 21 days before the tender opening.

c. Only registered leaseholders can participate in the bidding.

d. Cost of tender form:

Lease space	Cost of tender form (₹.)
SLR	1000/-
VPH	2000/-

e. Tender should include full details such as reserve price, leased space, date and place of tender opening etc.

f. The contract will be awarded to the highest bidder irrespective of the cost of tender form.

g. The tender committee consisting 3 officers from commerce, accounts and any other department will be formed by the tender accepting authority.

12. Schedule of powers of officers related to the Tender Committee:

Tender value (₹.)	Level of Tender committee	Tender Accepting Authority
Up to 2.5 Crore	Junior Scale	DCM
>2.5 Crore to 5 Crore	Senior Scale	Sr DCM
>5 and up to 50 Crore	JAG	ADRM
>50 and up to 100 Crore	JAG	DRM
>100 Crore	CCM(FM), FA&CAO(T),CPTM	CCM(PHOD)/ AGM

13. One day's leave will be given for loading for 30 days. If the train does not run every day, then one day leave will be available after loading of 30 trips.
14. If there is no demand for lease at the originating station of the train for SLR, then the lease can also be leased from the intermediate station. For this, the train halt at that intermediate station must be at least 10 minutes.
15. For this purpose, the Divisional office of the intermediate station will have to give NOC (No Objection Certificate) to the Divisional office of the originating station of the train. This certificate should be issued within 15 days of receipt of the application.

16. The following priority will be giving while tendering -
    i. From originating station to destination station
    ii. From originating station to intermediate station
    iii. From intermediate station to destination station
    iv. From intermediate station to intermediate station
17. Loading / unloading will be done by the party.

18. Thirty (30) minutes time will be given for loading /unloading of SLR at originating and destination.
19. Three hours for VP will be given for loading and landing.
20. At intermediate stations where the train stops 5 minutes or more, loading/unloading may be permitted.
21. The lease holder can stack the goods 2 hours before departure of the train in case of SLR and it will be 3 hours for the VP. The same time will be available to remove the goods at the destination station.
22. If train departure is 6 A.M. the lease holder can stack the goods after 22 o'clock.
23. Time exemption for stacking and removal of goods at intermediate station is 1 hour.

24. Penal charge for over loading:-

A. **For SLR**: Lump sum leased freight for excess loading + 6 time freight at scale "R" for excess weight from Source to destination irrespective to the point of detection + ₹.10000/= Penalty.

B. **For VP:**

i. **If overloading is within Tolerance limit of 0.5 Tone**:- Only Lump sum leased freight will be collected.

ii. **If overloading is beyond loading tolerance :-** Lump sum leased freight for excess loading + 6 time freight at scale "R" for excess weight from Source to destination irrespective to the point of detection + ₹.10000/= Penalty.

iii. In case of overloading, additional penalty of ₹.5000/- will also be applicable in case of variation in number of packages is found.

25. Other Rules:

i. Lease payment should be paid one day advance of the loading date, on payment on the loading date 5% surcharge will be applicable.

ii. 2% DC and 5% Goods & Service Tax(GST) will be collected.

iii. Loading manifest along with declaration form will be submitted at loading point by the leaseholder in 4 copies.

iv. Photo Identity Card for 3 representatives of leaseholder and free platform permit for labourers will be issued by railway.

v. Lease may be terminated by lease holder after operation of one year on giving 60 days advance notice.
vi. Commodities listed in red tariff, offensive, contraband, dangerous, explosive, inflammable materials and other commodities prohibited or banned by railway or government are not allowed to load in lease. On detection of such loading penalty of ₹. 50000/- will be imposed and contact may be terminated with applicable legal action.
vii. Similarly on derailment due to uneven/excess loading penalty of ₹. 50000/- will be imposed and contact may be terminated.

PASSENGER PROFILE MANAGEMENT SYSTEM (PPMS):-

All the zonal Railways have launched the PPM Project. The work of rationalization of trains has to be undertaken so as to enhance the occupation of trains and augment the passenger earning .All possible steps have to be taken to achieve augmentation in passenger earnings. There are eleven points on which time bound action plan is required to be drawn up for taking urgent action. These items are as follow.

1. Strengthening PPM system
2. Effective monitoring of class wise occupancy of passenger trains and developing a computerized reporting system on the line of freight loading.
3. Effective measures for utilization of available coaching stock including increasing the number of coaches in well patronized trains.
4. Review of train timings of such trains which have poor patronization.
5. Controlling ticketless travel.
6. Ensuring easy available of tickets by installation of ticket vending machines, UTS, PRS .etc.
7. Overcoming shortage of ticket checking staff.
8. Augmenting trains up to 24 coaches and developing adequate terminal facilities for them.
9. Speeding up of trains and conversion of mail /express trains in superfast trains.
10. Review of lie over rakes.
11. Rationalization of procedure for train examination.

CHAPTER 15:- TRAFFIC ACCOUNTS

Goods Traffic:-The consignment received at the Railway Station (Good Shed) which is transported by goods trains are known as goods traffic. The initial vouchers for goods traffic is Invoice (Railway receipt).

Goods traffic is divided into two parts.

1. Inward Traffic:-
   - a. Inward Paid traffic
     - i. Local
     - ii. Foreign
   - b. Inward To-pay traffic
     - i. Local
     - ii. Foreign
2. Outward Traffic:-
   - a. Outward Paid traffic
     - i. Local
     - ii. Foreign
   - b. Outward To-pay traffic
     - i. Local
     - ii. Foreign

Separate invoice books are used for each type of traffic. Serial number is printed on invoice book with the help of machine. In local traffic, there are four foils and five foils for foreign traffic, which are issued as under.

Local Traffic	**Foreign Traffic**
1. Station Record	1 Station Record
2. Railway receipt	2 Railway receipt
3. Accounts Office	3 Accounts Office
4. Destination station copy	4 Destination station copy
	5 Transit Invoice.

First copy of the invoice is retained at station; second copy is handed over to the consignor, which will be sent to consignee on the basis of which delivery will be obtained. Third copy will be sent to Accounts office on scheduled date. Fourth copy will be sent to destination station and In case of foreign traffic fifth copy is handed over to guard along with the consignment.

Goods Cash Book:-

This is an important book maintained at station. Cash book is maintained separately for Local & Foreign goods traffic. In this book invoice for paid goods traffic are entered serially. In this book RR & Invoice number, Destination station, Class and Description of goods, Paid freight etc. detailed are written. Cancelled invoice are entered clearly marking them as cancelled. In addition all other Goods earnings such as Wagon Registration Fees (WRF) is also entered in this book. At the end of the day cash book is totaled up on the basis of which cash available at station is checked and disposed off.

Disposal of A/C's Copy of Invoice:-

Accounts copies of invoice are sent to A/c's office on nominated dates through courier. Separate bundle are prepared for Outward paid - Local & Foreign, Outward To-pay - Local & foreign traffic. A list of invoice included in bundle is prepared in triplicate. One copy is retained at station and two copy are sent to A/c's office along with invoices, out of which one copy is returned back to station as acknowledgement.

Goods Delivery Book:-

On receipt of Invoice copies at station, their entry is done date wise in this book. Prior to entry these invoice copies are subject to 100% check and entry of undercharges / overcharges detected if any are mentioned in the prescribed columns on the invoice.

This book is maintained separately for Local & Foreign traffic with columns as under.

1) RR and Invoice no.
2) Forwarding station
3) Class
4) Date and Time of receipt of consignment
5) Description of consignment
6) Paid/ To pay freight
7) Undercharges
8) Overcharges
9) Wharf age and Demurrage charges
10) Date and Time of delivery
11) Signature of party, etc.

Machine prepared Abstract:-

All invoices received in accounts office are subjected to 100% check, discrepancies noticed are recorded on the invoices, and stations are intimated accordingly. An abstract is prepared on the basis of these invoices, which is known as Machine Prepared Abstract (MPA). MPA indicates total inward traffic booked for any destination station. The MPA is compared with delivery book to ensure accountal of all invoices issued against a particular station. Comparison is made talking delivery book as the base. Missing entries are made in delivery book as well as MPA.

Entries made in delivery book on basis of MPA are known as 'Forced Entries' where as entries made in MPA on the basis on delivery book are known as 'Inked Entries'. After completion of comparison, the MPA is known as ''Converted Abstract''

After comparison the columns for inward to pay, under charges wharf age / demurrage are totaled up on the basis on which debit are entered in balance sheet. One copy of converted abstract is sent to account office along with the balance sheet. In addition, four annexures are sent along with the balance sheet which are as under.

1. 'A' Total Earnings from inward paid & to pay traffic, Zonal Railway Wise
2. 'B' Description of Inked entries.
3. 'C' Discrepancies' in accountal
4. 'D' Double accounts entries

Station outstanding & its clearances:-

Difference between debit & credit side of the balance sheet prior to balancing the same is termed as Station outstanding. In other wards the un-discharged or unclear liabilities at the end of month appearing on the credit side of the balance sheet, under the head of closing balance are termed as station outstanding.

Following items are known as station outstanding and are cleared in the following month as follows -

1. **Imprest / Floting Cash -** Imprest cash is provided at station so as to fulfil the requirement of change / coins during booking. Since the requirement will always exist this items cannot be cleared and will continue to remain outstanding at the end of the month.

2. **Cashiers Debit -** Cash collected at station is remitted to Chief cashier every day through Cash Remittance note. Credit is taken in balance sheet on the basis of acknowledgement copy of Cash remittance Note. Difference between the station copy and acknowledgement copy is taken as cashier's debit in the next month when acknowledgement is received late and credit in balance sheet is taken on the basis of station copy of CR Note. It is mandatory to clear this debit within 3 days. This can be cleared only by remittance of amount in cash. Credit will be taken in part -I on credit side.

3. **Account Office Debit / Error sheet -** On scrutiny of initial vouchers/ documents and returns in accounts office, debit are raised against station for financial loss sustained by the railway administration through error sheet. If debits are acceptable to station, same are known as Admitted Debits and can be cleared by recovery in lump sum from the responsible employee and credit is taken in Part – I i.e. cash. If the employee chooses to recover the amount through his pay sheet, credit is taken in part-II of the balance sheet under special credit i.e. deduction list. In the case of transfer of the responsible employee, the outstanding can be cleared for the original station by way of transfer debit to other station under Part-II.

   In case the debit is disputed by the station and is under correspondence with accounts office the same is known as NOT ADMITTED DEBIT. These can be cleared on issue of credit advice note by accounts office on acceptance of clarification/ justification given by station in support of amount collected by the station. This items can also be cleared technically on transfer of the item to ''admitted debit'' on acceptance of the objection raised by accounts office.

4. **Account Office Debit / Error Sheet -** On scrutiny of initial vouchers/ documents and returns in accounts office, Debits are raised against stations for financial loss sustained by the railway administration through Error Sheet. If debits are acceptable to station, same are known as Admitted Debits and can be cleared by recovery in lump sum from the responsible employee and credit is taken in Part-I i.e. cash. If the employee chooses to recover the amount through his pay sheet, credit is taken in Part – II of the balance Sheet under special credit i.e. deduction list. In the case of transfer of the

responsible employee, the outstanding can be cleared for the original station by way of transfer to other station under Part-II.

In case the debit is disputed by the station and is under correspondence with accounts office the same is known as NOT ADMITTED DEBIT. These can be cleared on issue of credit advice note by accounts office on acceptance of clarification / justification given by station in support of amount collected by the station. This item can also be cleared technically on transfer of the item to “admitted debit” on acceptance of the objection raised by accounts office.

5. **Inward To-Pay Freight -** The consignments undelivered at the end of the month are delivered in the next month and clearance is achieved by remittance of cash collected at the time of delivery.

If the consignee does not come forward for taking delivery even after he is served a notice, and delivery is not taken within the stipulated period the consignment is handed over to lost property office with competent authority’s sanction, credit is taken in balance sheet under this head.

If application is given by the consignee for rebooking of the consignment to new destination station, outstanding against the station is included in the amount to be recovered at new destination station and credit is taken in balance sheet under the head “paid-on-to-pay”.

If overcharge is noticed during the check of invoice, correct freight will be recovered and over charge will be treated as refunded. Credit for the amount will be taken in balance sheet under the head “refund list”.

In case the consignment is delivered at any other station other than destination or if the consignment is lost or entirely damaged or taken back at forwarding station itself, the amount outstanding against the consignment will be cleared and special credit will be taken under the head certified over charge sheet. This sheet will be issued by the station affecting delivery in 1st case, by CCO in 2nd and 3rd case and by forwarding station in 4th case.

In case of double accountal of invoice, credit will be taken on the basis of double accountal statement prepared by the station.

6. **Wharfage / Demurrage -** On production of RR at station by the consignee, the consignment is delivered after recovering wharfage / demurrage if due. The amount so recovered is entered in relevant column of delivery book. At the end of the month wharfage / demurrage due on undelivered consignments is also entered in delivery book, the same is totaled up and debit is taken in balance sheet.

   The outstanding is cleared in the next month by recovering the same at the time of delivery. Credit is taken in balance sheet under the head cash.

   In case application is made by the consignee for re- booking of the consignment, the amount due will be included in the new invoice i.e. to be recovered by new destination station and credit will be taken in balance sheet under the head 'Paid-On-To-Pay charges'.

   In case consignee has applied for waival of wharfage / demurrage and if accepted, remission order will be issued by the competent commercial authority on the basis of which credit will be taken in balance sheet under the head 'Remission Order'.

   If the consignee does not turn up for taking delivery after specified time and intimation, the consignment will be transferred to lost property office after obtaining competent authority's sanction. Credit will be taken in balance sheet under the head 'Transfer to lost property office'.

7. **Cost of Government Publication -** On demand the government publications such as time tables, indemnity bonds are supplied to station by supply officer. Debit towards the cost of the same is taken in Balance Sheet. On sale of the same credit will be taken in balance sheet under head 'Cash'. Cost of unsold publications will appear as outstanding. This can be cleared on actual sale. Out-dated publications will be returned to Supply Officer and credit will be taken in Part – II of Balance Sheet under the head 'Return to Supply Officer'.

Overcharges / Undercharges and their disposal: -

On receipt of Invoices at stations, they are subjected to 100 % check and entries are made in delivery book. If it is found that the charges levied by the originating station are more as compared to rate list, the additional amount charged is known as overcharges, and if the charges levied are less, they are known as undercharges. Both are recorded in relevant columns of delivery book and invoice.

The undercharges are recovered at the time of delivery and entered in the relevant columns of delivery book. Debit for the same is taken along with debit for the services, such as inward to- pay freight, inward paid freight etc.

Overcharges are refunded by / in the following manner:-

1. **By station -** If the overcharges are detected on inward to-pay freight, correct freight will be recovered at the time of delivery and overcharges will be treated as refunded. Refund List will be prepared at the end of month; credit will be taken in the Balance Sheet.
2. **By Claims Office -** If the overcharges are detected on inward paid freight refund cannot be granted at the station. Refund will be arranged by claims office, if application is received within six months from the date of payment of fare / freight or date of delivery at destination whichever is later. Application received by Claims Office will be sent to Traffic Accounts Office. After verification refund order will be prepared by Accounts Office and sent to the applicant through Claims Office. On production of refund order, payment will be made by the station. Refund order will be accounted for as cash voucher in Part- IV of DTC.
3. **By Accounts Office -** Overcharges detected during initial checks are refunded to the party. Refund orders are prepared by Accounts Office and sent to party through Claims Office. These refunds are known as Voluntary Refunds.

Goods Balance Sheet -

Station Balance Sheet is a monthly return prepared in prescribed proforma for submission to traffic accounts office. This is divided into two parts - left side is known as 'Debit side' and right side is known as 'Credit side'. Balance sheet can also be termed as personal account of the Station Master.

Debit side indicates the responsibility of Station Master under the heads Opening balance, Current debits and Special debits. Responsibilities are entered separately for each type of transaction. The Credit side indicates the discharge of liability of the station under the head Cash, cash vouchers and special credits. Special credit means credit taken on the basis of Credit Advice note, Remission Order etc. In addition the closing balance is also indicated on the credit side, which indicates the uncleared liability of the station at the end of the month. The closing balance is also termed as Station Outstanding.

The debit and the Credit side are totaled up, which should be equal. Balance Sheet prepared for Goods Traffic is known as Goods balance Sheet. This is to be submitted to traffic Accounts Office on or before 5th of the following month.

Name of the Station ------- Month &Year --------

Description	Amt	Description	Amt
Opening Balance 1. Floating cash/Imprest 2. Cashiers' debit 3. A/C Office Debits/Error Sheet a. Admitted debit b. Non Admitted debit 4. Inward To Pay freight 5. Wharfage /Demurrage 6. Cost of Govt. publications **Current Debits** 1. Outward Paid Traffic (Local) 2. Outward Paid Traffic (Foreign) 3. Inward To Pay Traffic (Local) 4. Inward To Pay Traffic (Foreign) 5. Wharfage /Demurrage 6. Undercharges 7. Coal and Livestock 8. Siding Charges 9. Crane Charges 10. Wagon Registration Fee **Special Debits** 1. Cashers debit 2. A/C Office Debits / Error Sheets a. Admitted debit b. Non Admitted debit 3. Cost of Govt. publications 4. Transfer from other stations 5. Sundry & Miscellaneous earnings		**Cash and Cash Vouchers** 1. 2. 3....... **Special Credits** 1. Credit Advice Note 2. Refund List 3. Deduction List 4. Remission Order 5. Transfers to other stations 6. Certified Over Charge sheet 7. Paid On to Pay 8. Transferred to LPO 9. Double accounted Invoices **Closing Balance** 1. Floating cash / Imprest 2. Cashiers' Debit 3. A/C Office Debits / Error Sheet a. Admitted debit b. Non Admitted debit 4. Inward To Pay freight 5. Wharfage /Demurrage 6. Cost of Govt. publications	
Total		Total	

Goods Returns

A) Daily

1. Cash Remittance note

B) Periodical

1. List of invoices
2. Advance statement of Gross traffic receipts and traffic handled.

C) Monthly

1. Wharfage / Demurrage charges return
2. List of error sheet
3. List of certified overcharge sheet
4. Refund list
5. List of credit advice notes
6. List of Remission Order
7. Converted Abstract showing Local/Foreign, Coal, Government traffic, Railway Material consignments along with Annexures - A to D
8. Return for Siding charges
9. Return for Crane charges
10. Return showing the deposit & refund of wagon registration fees.
11. List of double accounted invoices
12. List of outstanding items
13. Balance sheet alongwith relevant returns and annexures.