

ZONAL RAILWAY TRAINING INSTITUTE

UDAIPUR (RAJASTHAN)

Commercial Notes – II

(Goods)

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UNIT – I

INTRODUCTION

'Goods' includes –

Containers, Pallets or similar articles of transport used to consolidate goods & Animals.

"Goods traffic means carriage of goods & animals in bulk/large quantities in various types of wagons. The wagons may be flat trucks, tankers, covered wagons or open wagons and special types designed for carriage of Containers, Military consignments and other goods".

DETAILS AVAILABLE ON GOODS WAGONS:

- ❖ Name of the owning railway
- ❖ Wagon number
- ❖ Type of wagon
- ❖ Carrying capacity of wagon
- ❖ Tare weight (Weight of empty wagon in Tonnes)
- ❖ Area (Floor area in Square meters)
- ❖ Return date (The month and year on or before which the wagon will be returned to workshop for periodical overhauling)

*NON-POOLED WAGONS:

- ❖ Specially designed to carry local traffic
- ❖ Denoted by the symbol 'NP' within a circle
- ❖ Receiving Railway to return to Owing Railway

WAGON SYMBOLS:

Open Wagons:

K	Open Wagon (4 wheeler)
BK	Bogie wagon (8 wheeler)
KM	Open wagon low sided for military traffic
KC	Open wagon with high sides
BOX	Bogie wagon high-sided express goods unit
BOXC	Bogie wagon high sided with CBC couplers
BOXR	Bogie wagon high sided with screw couplers
BOXN	Improved BOX wagon with higher CC and Air Brake
BFR / BRH	Bogie flat wagon
BFU	Bogie flat well type wagon

Covered Wagons:

C	Covered Wagon (4 wheeler)
CA	Covered wagon for animals loading
CRT/CTC	Special type covered wagon with higher CC
BCXT	Bogie covered wagon with transition coupler
BCXC	Bogie covered wagon within CBC coupler
BCN/BCNA	Special type bogie covered wagon with higher CC and air brake

Tank Wagons:

TP	Tank wagon for petrol loading
TK	Tank wagon for kerosene loading
TG	Tank wagon for LPG loading
TM	Tank wagon for Molasses loading
TW	Tank wagon for Water loading

Powder Wagon

X	4 wheeler covered wagons for explosives loading (White Metallic colour)
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DESCRIPTION OF SPECIAL TYPE WAGONS:

Wagon	Description
BCX	Bogie Covered Water tight wagon for loading of food grains, sugar, etc.
BCNA	Bogie Covered Water tight wagon with cast steel bogie & air brake
BCCN	Double Decker Bogie Covered wagon for loading of automobile cars Low platform fitted with air brake and fit for 100 kmph
BTPN	Bogie Tank wagons for loading of Petrol, Naphtha & other Petroleum products
BOX	High-sided Bogie Open wagons with side discharge arrangement for loading of Coal and other bulk traffic
BOX 'N'	High sided Bogie Open wagons with cast steel bogie & air brake to enable greater trailing loads for movement of Coal, Iron Ore, etc.
BOXNHA	High-sided Bogie Open wagons with higher axle load (Tare 23.7 T., Pay Load 65.13 T. Pay load per rake shall increase to 3783 tonnes against 3411 tonnes in the existing BOX'N' rakes. Fir for 100 kmph.
BOXNCR	High sided Bogie Open wagons with stainless steel bogie to reduce corrosion.

BOY	Low sided Bogie Open wagons to load Iron Ore
BFKN	Bogie Container Flat wagons with air brake (Converted from BFKI)
BLCA BLCB	Bogie Low Platform Container wagons. Light weight all welded under-frame for an optimum 'Tare to Payload' ratio (Tare 19.1/18.01 tonnes and Pay load 61 tonnes) Fit to run at 100 kmph.
BOBS BOBX	Bogie Open hopper wagons with bottom discharge arrangement to carry ballast, ores, etc.

Passenger Coaches:

Coach	Description
WAC	Air Conditioned Vestibuled
WAC	Air Conditioned Vestibuled with Coupe
WFSY	Vestibuled First & Second Class with Ladies compartment
WGACCN	Vestibuled AC Three Tier Sleeper
WGACCW	Vestibuled Second Class AC Two Tier Sleeper Self-Generating
GS	Second Class Self Generating
WGSCN	Vestibuled Second Class Three Tier Sleeper Self Generating
PP	Full Postal Unit
VP	Parcel Van 8 Wheeler
VPR	Refrigerated Parcel Van
VPH	High Speed Parcel Van
EVP	Parcel Van 4 Wheeler
VK	Motor Van 8 Wheeler
EVK	Motor Van 4 Wheeler
VPU	Parcel-Cum-Motor Van 8 Wheeler
HHVP	Horse Van-Cum-Parcel Van
VV	Milk Van
LR	Luggage Van and Brake Van
SYLR	Luggage-Cum-Brake Van with Second Class Ladies
SLR	Luggage-Cum-Brake Van with Second Class General

*CARRYING CAPACITY:

- ❖ The quantum of goods that can be loaded in a wagon is called carrying capacity of the wagon.
- ❖ Carrying capacity may be permissible carrying capacity / standardized carrying capacity / calibrated carrying capacity of the wagon.

***ENHANCED CARRYING CAPACITY:**

- ❖ It is the weight exceeding the CC.
- ❖ It is the weight for charge for a commodity notified according to the type of commodity / wagon with other conditions.
- ❖ In IRCA Goods Tariff Part I Vol. II, 17 group commodities were listed under this category.
- ❖ If a "CC" commodity, which is generally moved in bagged condition such as Food grains, Fertilizers, Cement, Sugar etc. loaded in loose condition, "Enhanced CC" as applicable to loose/bulk commodities will apply.

*** MINIMUM WEIGHT FOR CHARGE FOR VARIOUS COMMODITIES**

Type of wagon	Minimum weight for charge for CC commodities – Permissible CC of the wagons	Minimum weight for charge for Enhanced CC commodities
M.G. 4-wheeler	CC + 1 tonne	
M.G. 8 wheeler	CC + 2 tonnes	
I. COVERED WAGONS:		
BCX/BCXC/BCXR/BCXT/BCXN	55.5 Tonnes	
BCN	60.0 Tonnes	60.0 Tonnes
BCNA	63.0 Tonnes	60.8 Tonnes
BCNAHS	61.0 Tonnes	60.8 Tonnes
II. TANK WAGONS		
	Calibrated CC	
III. OPEN/FLAT WAGONS:		
BOX'N' HA	60.1 Tonnes	
BOST	MCC + 3 Tonnes	
BOX	MCC + 3 Tonnes	
BOXN	MCC + 2 Tonnes** CC***	
BOXN HS	MCC + 2 Tonnes** CC***	
BOI, BRS, BRN, BOBS, BOBSN, BOBY, BOBX, BRH, BOBYN	MCC + 2 Tonnes	
BOBRN, BOBR	MCC + 3 Tonnes	

** for all loose/bulk commodities presently charged at CC

*** for other than loose/bulk commodities presently charged at CC

❖ * Minimum chargeable distance - 100 kms. (Rule No. 193)

❖ **Rounding off of weight** - Rule No. 185 (1):

Any fraction of 50 kg & above in the total chargeable weight per wagon shall be rounded off to the next higher quintal and fraction less than 50 kg. to be dropped.

When consignments are clubbed to avail the wagonload rate the actual weights of every such consignment will be rounded off individually as above.

When more than one wagons is utilized for a consignment, rounding off of the weight for charge should be done for consignments covered by one Railway Receipt irrespective of the number of wagons covered in that receipt.

❖ **Rounding off of freight charges** – Rule No. 191:

After adding supplementary charge and other charges like Out Agency charge, PCEV charge, Port charge, etc. to the freight charges, the total charges should be rounded off to the next higher rupee. i.e., any fraction of a rupee should be reckoned as a whole rupee.

❖ **Surcharge of "To-pay" consignments** – Rule No. 199-E :

The surcharge will be levied on the total freight payable by the consignee at the destination station. [w.e.f. 01.04.2003(RA 3/2003)]

Surcharge	Goods booked as freight "To-pay"
10%	Coal, Coal Shale, Coke soft, Lignite, Patent fuel and ridding
5%	Hard Coke, Domestic Coke and other commodities

❖ **Issue of Railway Receipt** – Rule No. 145(6):

One Railway Receipt to be issued for as many as wagons as may be feasible.

❖ **Charging goods irrespective of date of Railway Receipt** – Rule No. 110(4):

Freight to be charged at the rates prevailing on the day on which loading is completed irrespective of the fact that RR is issued at a later date.

❖ **Apply of one minimum chargeable weight** – Rule No. 164(3):

When different classes of goods, which are each subject to the minimum weight, booked under one invoice, loaded together in one wagon, one minimum will be charged for the whole at the highest rate chargeable.

BOOKS OF REFERENCE

IRCA GOODS TARIFF – Part – I, Vol. – I :

This contains general rules for acceptance, carriage and delivery of goods, etc., on local & through booking over Indian Government Railways & other Railways (Party to IRCA).

IRCA GOODS TARIFF – Part – I, Vol. – II :

It is containing the general classification of goods. This tariff contains classifications for 80 groups of commodities. Only a few indicative names of the commodities have been given in the Goods Tariff under each main commodity head. The classification of various commodities under the Main Commodity Head given in the Goods Tariff will be same for their different physical forms/shapes and different conditions, whether raw or manufactured etc. The classification of the Main commodity Head will also be applicable to a commodity which have not otherwise indicated, but qualities in the same group of commodities. A commodity, which cannot be placed in any of the Main Commodity Heads given in the Goods Tariff, shall be charged at the highest class 240.

IRCA GOODS TARIFF Part – II :

This book contains freight rates per tonne for different class of commodities for distances up to 5000 kms. In the Annexure I, freight rates for selected commodities per tonne is given approximately for distance 500, 1000 & 1500 km. In the Annexure II indicative freight for one rake for different type of commodities were given.

IRCA MILITARY TARIFF Vol. – I :

This is a common book published for both Coaching and Goods traffic offered by the Defence department. It contains special rules, contract rate and special conditions for the conveyance of military personnel and stores belonging to military department. It gives details of military warrants, concession orders, certificates and procedures for their acceptance at Stations.

IRCA MILITARY TARIFF Vol. – II :

This book contains special rules, rates and conditions for the conveyance of explosives and dangerous goods belonging to military department.

IRCA RED TARIFF :

This is a common publication for Coaching & Goods traffic containing rules for acceptance, booking, carriage & delivery of all explosives and other dangerous goods.

COMERCIAL MANUAL Vol. – II :

This book is published by the Railway Board and contains rules connected with goods traffic, catering establishment, Railway's Monetary liability and prescription of Percentage charge, etc. with procedures for performing day to day work at stations.

INDIAN RAILWAY CODE FOR TRAFFIC (COMMERCIAL) DEPARTMENT :

This book is published by the Railway Board and contains principles and policy directives of the Board. The provisions included in this Code are mandatory.

RAILWAY MAP OF INDIA :

This map contains the entire Railway system of the country with vertical and horizontal lines running across making many squares. With the indication of square number it is easy to locate a particular station in the map by which the shortest route etc. can be found.

- ❖ Identical colours used to indicate different zonal railways
- ❖ Different thickness of lines to indicate the Gauge viz., BG, MG, NG
- ❖ Name of zonal railway appears along the routes to identify the zone
- ❖ Names of Interchange Junction printed in red and other stations in black
- ❖ Identical colours used to indicate states over which the zonal Railway passes.

IRCA ALPHABETICAL LIST OF RAILWAY STATIONS :

This book contains names of all Railway Stations, Out-agencies, City Booking Offices, City Booking Agencies and Sidings. These names are arranged in alphabetical order for easy reference. Against each station name, Alphabetical code of that station, Numerical code number, Zone, Gauge, Civil district, type of traffic that can be handled in that particular station, Authorized spelling of the station, Square particulars for easy location of any station in the map, are given. A separate chapter is available at the end to decode the alphabetical code.

LOCAL DISTANCE TABLES :

Each Railway publishes this book separately. This book is used to find out the distance between any two stations situated in the particular zone. This book facilitates calculation of distance over stations in local booking.

JUNCTION DISTANCE TABLES :

This book is used for calculating distances for through traffic. This book gives distances for all stations in a particular Railway from the interchanging points.

RATE ADVICE :

All the draft notifications issued by the Zonal Railway over a month are consolidated and published in the form of booklet by the CCM. These booklets are supplied to the stations through their respective DCMs to ensure notification of all the circular instructions to the station staff. They are serially numbered like "Rate Advice No. 1 of 2001, Rate Advice No. 2 of 2001, etc." so that the station can call for the copies from the DCM in case of non-receipt of copies, if any.

JOINT PROCEDURAL ORDER :

This is issued by the CCM and FA & CAO jointly on matters connected with accounts and commercial departments.

CCM CIRCULARS AND DIVISIONAL CIRCULARS :

These circulars are issued by the Headquarters office and Divisional office. Matters related to the working of commercial branch, changes in rates or procedures are notified through serially numbered circulars. The stations should call for the copies of these circulars in case of non-receipt and preserve the same for future reference.

RAILWAY GAZETTE :

It is issued by the GM giving information on matters of Personnel, Transportation, or Commercial Depts. for the guidance of staff. Details of latest issued correction slips to various tariffs and manuals are also published for the information of the staff, so that they can call for the copies from the divisions.

RAILWAY TIMETABLE & TRAINS AT A GLANCE :

Time Tables are available for sale to the public at important Railway stations and authorized bookstalls. This is published by the Zonal Railways one a year, effective from 1st July. Guidelines for reservation, refunds, break-journey rules, various amenities provided at stations, timings of trains, fares for various classes, for Rajdhani/Shatabdi Express trains, Reservation quota allotted to wayside stations, etc. are given. Another timetable containing timings for important trains operated over all Indian Railways viz., "Trains at a glance" is also published once in a year.

Contents of Timetable:

- ❖ Headquarters and jurisdiction of divisions
- ❖ Station index
- ❖ Train index
- ❖ Diagrammatic representation of table numbers for each route
- ❖ Detailed timings of trains – Express and Ordinary separately
- ❖ Cross reference of tables

- ❖ Through/Sectional carriage services
- ❖ Timings and charges for buses for out-agencies
- ❖ Abstract timings of through trains at important trains
- ❖ Air-conditioned coach services., etc.

FINDING OUT DISTANCE BETWEEN STATIONS:

Distance between two stations situated within one Zonal Railway:

Local Distance Table are available showing the distance between,

- ❖ Any two stations available in one section
- ❖ Any two junction stations with route details
- ❖ Each station with its adjacent junctions on either side

By referring the required chapters the distance between any two stations in one Zonal Railway can be found out. Use the index to find out the page numbers in which the required station names are printed.

Distance between two stations situated in different Zonal Railways:

Alphabetical list of Railway stations and the Railway map of India may be referred to find out the Zonal Railways and their junctions of interchange. Distance from starting station to the Junction of interchange is taken from the Junction Distance Table of the originating Zonal Railway. Distance between the Junctions of interchange through which the traffic crosses may be found out from the concerned Zonal Railways Junctions Distance Tables. Distance from the Junction of interchange to the destination station can also be found out by referring the destination Railway Junction Distance Table. The total of all the above will be the required distance.

ADJUSTED DISTANCE or INFLATED DISTANCE :

On certain section where the cost of construction and maintenance is high, the Railway is forced to increase the fare & freight charges, to cope up with the increased expenditure. The actual distance will be inflated and the fare/freight will be worked out.

UNIT - II

IMPORTANT REGISTERS MAINTAINED IN GOODS OFFICE

❖ **Outward Section:**

- Traders wagon demand register (or) Priority register (TWDR)
- Loading register (or) Goods outward tally book
- Outward invoice index register
- Siding charge register
- Release memo (or) Vehicle removal memo
- Goods invoice book

❖ **Inward Section:**

- Register for invoice received
- Inward invoice index register
- Unloading tally register
- Deficiency log register
- Reweighment register
- Inventory register (or) Sunday stock register
- Mis-declaration register
- Common carrier liability register
- Unconnected wagons register
- Wagon transfer register

❖ **Cash Section:**

- Delivery register
- Goods cash book
- Sundry cash statement book
- Partial delivery certificate book
- Wagon registration fee money receipt book
- Gate pass book

TRADERS WAGON DEMAND REGISTER (TWDR) (IRCM 1405) (GT 201) :

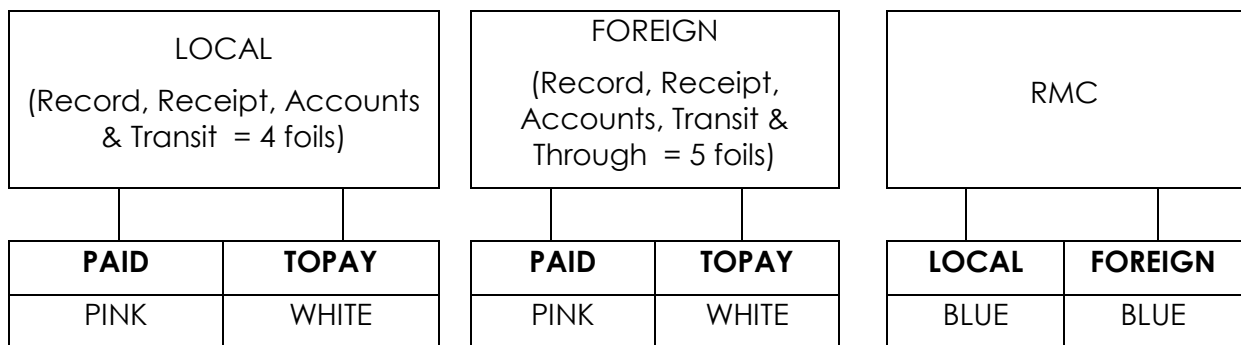
- ❖ Demand for wagons are registered serially
- ❖ The following columns should be filled in clearly
 - Serial number of the demand
 - Date and time of register
 - Forwarding note number
 - WDR fee receipt number
 - Name of the Consignor and Consignee
 - Destination station

- Weight and description of the commodity
- Type of wagon required
- Signature of the Consignor
- ❖ After supply of wagon, the following columns are to be filled up.
 - Date and time of supply of wagon
 - Wagon number
 - Signature of the party
 - Date and time of completion of loading
 - RR number and date of booking
 - Train number and date of dispatch
- ❖ TWDR Extract is prepared at the close of the day and sent to DOM(M).

OUTWARD INVOICE INDEX REGISTER (IRCM 1441) :

- ❖ Invoices issued to a destination are serially numbered.
- ❖ On 1st April and 1st October, the number commences from "1".
- ❖ Separate series of numbers for the same destination by different routes.
- ❖ Destination to contact originating station in case of break in invoice numbers.

GOODS INVOICE BOOK



REWEIGHTMENT REGISTER :

- ❖ Maintained to record the weight found on reweighment.
- ❖ Damaged goods to be reweighed after unloading in the presence of RPF.
- ❖ Reweighment at destination on Party's request:
 - Permitted only when condition of consignment warrants
 - Reweighment of wagonloads permitted by DCM only
 - Party to apply in writing after payment of Reweighment charges
 - Particulars of D.D. Message issued if any, to be advised to DCM
 - If weighbridge not available at destination, Haulage charges equal to the reweighment charges to be collected

- No haulage charges when the wagonload is taken to another station for reweighment since the weighbridge at destination being out of order

❖ Discrepancies found on reweighment :

Commodity	Difference between invoiced weight and Reweighment weight	Recovery of Freight charges
JUTE	up to 2% subject to a maximum of 4 Quintals per 4 wheeled wagon	Difference in Weight is neglected
OTHER THAN JUTE	Up to 2% subject to a maximum of 2 Quintals per 4 wheeled wagon	
ANY COMMODITY	Exceeding the above limits	Difference in freight charges to be collected & Penalty for overloading is levied.

❖ Reweighment is not permitted for the following:

- If a covered wagon is received with seals intact
- If there is no signs of consignment having been tampered with
- If the consignment is perishable and likely to lose weight in transit
- If reweighment is not possible due to operational constraints
- If the consignment is booked under OR rate
- Firewood, timber, charcoal and commodities in bulk

PENALTY FOR OVERLOADING OF GOODS IN GOODS WAGONS :

Goods are not to be permitted to load in a wagon beyond its permissible carrying capacity. If any overweight is detected, penalty is levied as per "Punitive charges for Overloading of wagon rules, 1990" as follows:

PART – I : Commodities loaded in loose condition in 8 wheeled wagons excluding BOX/BOST/BOBR and BOBRN wagons:

Extent of overloading	Punitive charges leviable on the entire weight loaded beyond the PCC
If the weight of the commodity exceeds the PCC of the wagons	
(a) Up to 2 tonnes	Nil*
(b) by more than 2 tonnes	At 6 times the freight rate applicable to the highest class.
* Normal freight at the rate applicable to the class assigned to the commodity shall be recoverable on the weight of the commodity exceeding PCC upto 2 tonnes.	

PART – II : Commodities loaded in loose condition in BOX/BOST/BOBR and BOBRN wagons:

Extent of overloading	Punitive charges leviable on the entire weight loaded beyond the PCC
If the weight of the commodity exceeds the PCC of the wagons	
(a) Up to 1 tonne	Nil*
(b) by more than 1 tonne	At 6 times the freight rate applicable to the highest class.
* Normal freight at the rate applicable to the class assigned to the commodity shall be recoverable on the weight of the commodity exceeding PCC upto 1 tonne.	

PART – III : Commodities not in loose condition (bagged consignments) loaded in 8 Wheeled wagons :

Extent of overloading	Punitive charges leviable on the entire weight loaded beyond the PCC
If the weight of the commodity exceeds the PCC of the wagons	At 6 times the freight rate applicable to the highest class.

PART – IV : Commodities loaded in 4/6 wheeler :

Extent of overloading	Punitive charges leviable on the entire weight loaded beyond the PCC
If the weight of the commodity exceeds the PCC of the wagons	At 6 times the freight rate applicable to the highest class.
❖ Commodities loaded in loose condition:	
Where the weight of the commodity exceeds PCC by -	
(a) up to 1 tonne	Nil
(b) more than 1 tonne	At 6 times the freight rate applicable to the highest class
❖ Commodities loaded not in loose condition (bagged consignments):	
Where the weight of the commodity exceeds PCC	At 6 times the freight rate applicable to the highest class

NOTE :

- ❖ The punitive charges leviable at entire weight of the commodity loaded beyond the PCC of the individual wagon for the entire distance to the traveled by the train hauling the wagon from originating station to the destination station irrespective of the point of detection of over loading.
- ❖ Excess weight beyond PCC has to be computed "**only on the basis of individual wagon**" and not on the basis of rake / train load or on the RR

basis. Further the punitive charges should be calculated only for the actual weight detected and rounding off of excess weight should not be done taking into account the procedure laid down under rule no. 185 GT P1 Vol. 1. (Rounding off procedure in the said rule is applicable only for calculation of chargeable weight).

*** MISDECLARATION REGISTER:**

- ❖ Goods are mis-declared - to obtain lower rate/to avoid permit or license/to dupe the consignee/to make fictitious claim.
- ❖ Destination to check the goods at the time of delivery.
- ❖ Forwarding station to be more cautious while accepting the goods
- ❖ Penalty for mis-declaration:
 - If goods are mis-declared and a lower rate has been obtained.
 - The consignment is chargeable at "Double the Scale 'R'" in case of Parcels.
 - The consignment is chargeable at "Double the class Rate – 220" in case of Goods.
 - On prosecution, the person giving materially false account of the goods is punishable with a fine upto Rs. 500/- per quintal or part (Sec. 163 of RA – 1989).

SUNDAY STOCK REGISTER (IRCM 2048 – 2052) :

- ❖ This register should be maintained at all Good sheds and Parcel offices.
- ❖ All inward goods at the beginning of each Sunday are recorded
- ❖ Details of Railway marking are physically recorded from the goods on ground and reconciled with delivery book details.
- ❖ Excess/Shortage if any noticed, necessary action should be taken.
- ❖ Delivery details also should be recorded on delivery of the goods.
- ❖ Supervisor to certify the correctness of the entries vis-à-vis the ground stock.
- ❖ This register is subject to verification.

UNIT - III

PACKING OF GOODS (IRCM 1418, GT 120)

Packing conditions prescribed under the provision of Section 98(2)(a) of the Indian Railways Act 1989 are given herein under:-

❖ **General Conditions:**

- The packing conditions prescribed below are the minimum desirable conditions. Commodities offered with better packing condition shall be accepted.
- Bags, Cases, Cardboard, Cartons, Containers, Tins, Drums, Bottles, Jars etc used for packing should be made of high quality and adequate strength. The package offered for booking should be able to withstand the rigours of transportation and also provide ease of handling and not liable to damage, Deterioration, Leakage, Wastage etc during transit.
- Packing conditions for dangerous/hazardous commodities, as given in the "Red Tariff" must be strictly complied with.

❖ **Specific Packing conditions:**

In addition to general packing conditions as mentioned in para (i) to (iii) above, the specific packing conditions applicable to the commodity shall be as under:

○ **P-1 Bagged Consignments:**

Commodities such as Cement, Chemical manures, Food grains & Pulses, Flours, Groceries, Salt, Jagree, Oil Seeds, Soda Ash, Starch, Sugar, tobacco, etc when offered in bagged conditions should be securely packed in gunny bags/multiply paper bags/high density polythene bogs/synthetic jute bags etc.

○ **P-2 Loose/Bulk consignments:**

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

○ **P-3** Commodities such as Cotton & other textiles, Gunnies, handloom product etc. should be securely packed in bales, boxes, cases, cartons etc.

○ **P-4** Commodities such as Soap, Machinery & Machine tools, Electrical appliances, Milk products, Coffee, Tea, Rubbers & Plastic, Leathers

etc., should be packed in plywood/wooden cases, cardboard boxes/cartons/baskets.

- **P-5** Liquid items such as Edible oil, Hydrogenated oils, Colors & Dyes, Bitumen, Packed water etc, should be packed in leak proof tins, metal containers, drums, bottles/jars in wooden cases/ boxes/ cartons.
- **P-6** (a) Motor vehicles accepted for carriage should not be charged with electricity, gas, oil or other inflammable liquid or vapour, except that in the case of motor vehicles in the possession of armed forces and Motor cars, quantity of petrol not exceeding 9.09 liters may be left in the tank, provided that –
 - The flow of the petrol to the carburetor has been cut off.
 - Pressure, if any, has been released from the tank.
 - Tank is in sound condition and is closed by well-fitting cap.(b) Detachable fittings of motor vehicles should be separately packed.

❖ **Special Packing Conditions:**

- **S-1** For Metal Scrap – the commodity shall not be accepted for booking unless it is accompanied by a certificate "free from explosives" as specified in Rule 155.
- **S-2** For Food grains & pulses – Consignment when loaded in wagons should be invariably be protected with dunnage material by the consignor. The dunnage will consist of 12 bags of standard size for 8-wheeled wagons, to be placed 3 on each of flap door. The bags should be stuffed with suitable materials such as crushed sugarcane, paddy husk or straw. The bags shall be placed in a vertical position side by side so as to fully cover up the flap-door services.

In case of non-compliance of above conditions, suitable remarks should be made by the consignors in the forwarding Note, which should be reproduced in Railway Receipt also.
- **S-3** For Salt (Human consumption) – A declaration should be given by the consignor on the forwarding note to the effect that the Salt is not intended for industrial use and the booking staff should make a suitable endorsement on the invoice as well as on Railway receipt. As similar declaration should also be obtained from the consignee/endorsed consignee at the time of delivery.

LABELLING OF GOODS (IRCM 1537 – 1548)

- ❖ Labeling is essential for Guidance, marking, Precautions, etc.

❖ TWO TYPES :

- Directive labels – (Seal Cards, Bracket labels, Paste on labels) &
- Descriptive labels – (Pictorial labels, Educative labels)

Directive labels:

- ❖ Separate seal cards for
 - General Merchandise and animals
 - Perishables
 - Explosives and dangerous goods
 - Quick Transit Service (QTS)
- ❖ While preparing directive labels.
 - Code initials of destination should be used
 - The booking station name should be stamped
 - The destination station name should be written in capital letters
 - Name and address of the consignee should be given in full
 - Blue pencil should be used for preparing the labels
 - In case of through traffic, all the interchanging junctions through which the wagon has to pass should be given
 - When a consignment is loaded in more than one wagon, the labels of each wagon should show the painted number of the wagon in which the balance consignment is loaded

Descriptive labels:

- ❖ Used to indicate the nature of goods (QTS, Perishable, Fragile, Dangerous, etc.) to yard staff to ensure speedy movement, to avoid rough shunting, etc.
- ❖ "Tell-tale" labels showing full details are provided on unconnected goods available at the goods shed/parcel office
- ❖ After unloading goods, all labels must be removed from the wagon

MARKING OF GOODS (IRCM 1419 - 1421. GT 121) :

- ❖ Marking in English or Hindi is essential to identify goods, to avoid misdespatch, to link packages, to avoid wrong delivery, etc.

Private Marking (Name & addresses of Consigner / Consignee, Trade mark) & Railway marking (Code initials of 'From' & 'To' stations, Destination name in full in case of valuable goods, RR/PWB No. in full, No. of packages, via, interchanging junctions and the code initials of destination Rly. in case of through traffic)

- ❖ In wagonloads, 10% of bags to be marked using durable, waterproof and bright mark ink and 3 or 4 such marked bags placed near doorways
- ❖ Goods that cannot be marked durably to be marked with white paint
- ❖ 100% marking done for goods involving transshipment
- ❖ All old marks are to be obliterated.
- ❖ Both Railway & Private Marks to be shown in RR/PWB

RIVETING OF WAGONS :

- ❖ Loading Clerk is responsible for riveting immediately after completion of loading.
- ❖ Wagons loaded with Grass, Straw, Firewood, Charcoal, Livestock, Offensive goods and Explosives & Dangerous goods should not be riveted.

ONE-TIME KEYLESS LOCK (OTK) :

- ❖ A modified version of 'Ellis Patent' lock used to minimize running train & yard theft.
- ❖ Used for Parcels loaded in full wagon loads and other valuable and vulnerable commodities in goods traffic
- ❖ OTK locking to be recorded in Loading/unloading registers, Number Taker book, Vehicle Guidance and Seal Check certificates.
- ❖ If shortage is noticed from OTK locked wagons, to be specifically mentioned in DD message and M & DG report.
- ❖ OTK locking is prohibited in case of Explosives & Dangerous goods except Corrosive and Poisonous substances.

SEALING OF WAGONS :

- ❖ Two types of seals – Wax seal, Wire Lead Seal
- ❖ Wax Seal - Seal card is tied with wagon door knobs using sealing tape (Jute Twine must not be used) Wax put on the knot and station seal impressed on wax
- ❖ Double impression should be avoided
- ❖ Wagons loaded with explosives, gases, inflammable liquids etc., should not be sealed with wax seals.
- ❖ Wire lead seal :
 - Wherever wax sealing is not possible, wire lead seal is used.

- The seal card is tied to the door of the wagon through the eyelet holes provided, with the help of metal wire (wire shackles),
- Both ends of the metal wire should pass through the lead.
- Then the lead is firmly punched with a pair of pliers to obtain clear impression of the station seal.

UNIT - IV

WEIGHTMENT OF GOODS (Ref : C. 496/IRCM/CS dt. 04/08/2000)

At Booking station :

- ❖ All the Wagon Loads/Train Loads of goods in bulk or loose condition or in bags/packages/bales of uniform size or varying sizes shall be weighed on a wagon weigh bridge.
- ❖ If weigh bridge is not available and the consignment in bags/packages/bales are of uniform size and also loaded in not more than one wagon, the sender's weight should be verified by weighing 20% of the consignment.
- ❖ When consignment in bags/packages/bales of uniform size is loaded in more than one wagon, goods shall be weighed only on a weighbridge, wherever available.
- ❖ The consignments like firewood, charcoal, grass-dry, etc., which are charged at wagon kilometer rate or rates on any other basis, need not be weighed at the weighbridge.

At enroute or destination station :

- ❖ Weighment of any wagon load/train load consignments at enroute or destination stations, if required shall be done only on weighbridge.
- ❖ Percentage checks of bagged consignments should not be done at enroute or destinations stations.

When no weighbridge at booking station & goods loaded in loose condition to be weighed at weighbridge :

- ❖ Goods loaded in loose condition such as sand, stone, timber, etc. should be weighed on a weighbridge.
- ❖ If weighbridge is not provided at the booking station, the wagon should be weighed at the first weighbridge station at enroute.
- ❖ Such wagon should be booked to the destination in the seal labels, but booked to the first weighbridge station in the wagon summary.
- ❖ Distinctive bracket labels with a thick red band across should be used in wagonloads, which are to be weighed at enroute.
- ❖ Freight charges should be invoiced for the sender's weight or the minimum weight condition applicable for the commodity, whichever is greater.
- ❖ The R.R. should be endorsed as "Wagon to be weighed at station; Charges are subject to alteration as a result of weighment."

- ❖ In such cases, the through invoice should be sent to the weighbridge station.
- ❖ The result of weighment should be recorded in the weighment register at weighbridge station and on the wagon labels and the invoice.
- ❖ And then the invoice copy will be sent to the destination for accountal and recovery of charges due.
- ❖ Also the result of weighment should be sent telegraphically to the booking station, destination and the traffic accounts office.
- ❖ The weighment advice should pasted in the delivery book at the destination.

When the weighing machine is out of order at the booking station:

- ❖ The R.R. should be endorsed as "Weighing machine out of order; Consignment to be weighed at destination."
- ❖ The freight charges should be invoiced on the sender's weight.
- ❖ The destination must weigh the consignment and recover undercharges, if any.
- ❖ **"Sender's Weight Accepted" condition (SWA) :**
 - In case of commodities offered by reputed companies, standard chargeable weights are approved by CCM. (e.g. : IOC oil barrels, Cement booked by reputed Cement companies, etc.)
 - Such consignments need not be weighed and weight stenciled on the packages shall be taken for the purpose of charging.
 - Anyhow, test weighment may be done to ensure the correctness of weight stenciled on the packages.

ROUTING OF GOODS TRAFFIC :

- ❖ Generally goods will be dispatched by the route operationally feasible and freight will be charged by the shortest route.
- ❖ The route giving the shortest distance for charge from the booking station to the destination is called the shortest route.
- ❖ To determine the shortest route, each break-of-gauge transshipment involved if any, is reckoned as equivalent to 200 kms.
- ❖ After determining the shortest route in the above manner, charges will be levied only for the actual distance by the shortest route.
- ❖ If the consignor desires to book his consignment by other than the shortest route, he must make remarks in the forwarding note.

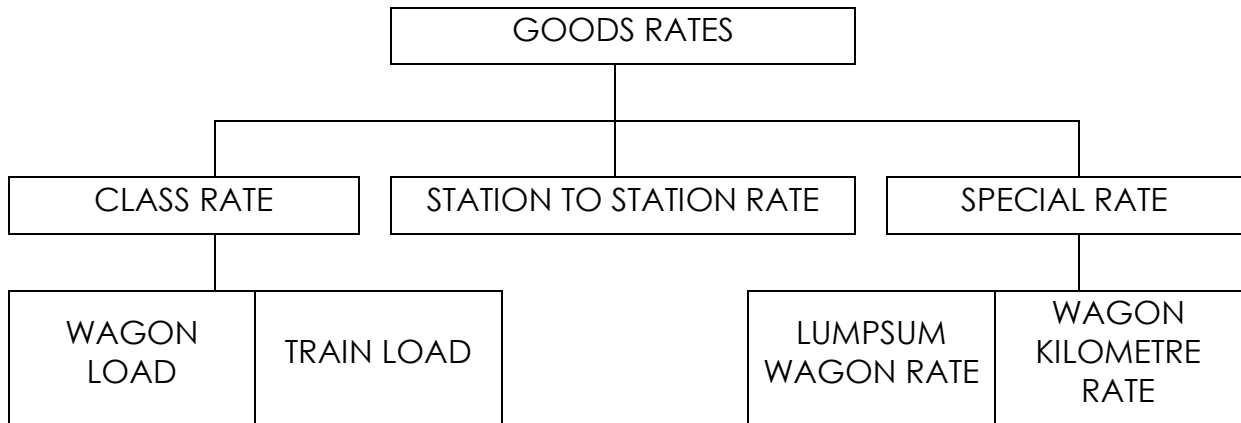
- ❖ Charges should be levied by the selected route and remarks should be made in the railway receipt.

RATIONALISED ROUTE :

- ❖ Under section 71 of Railway act 1989, the Central Government can specify any particular route for dispatch and charging of goods, which may not be the shortest route. Such specified route is called rationalized route.
- ❖ The routes are notified through a General order.
- ❖ the goods will be carried only by the specified route, as far as possible.
- ❖ The charges will be levied via the specified route.
- ❖ The rationalization scheme is not applicable to Over-Dimensional consignment.
- ❖ Rationalised route is specified,
 - To avoid detention to rolling stock
 - To ensure equal distribution of work load
 - To reduce work at transshipment points
 - To ensure better efficiency of rolling stock
 - To avoid congestion in main routes

UNIT - V

RATING OF GOODS TRAFFIC



- ❖ All commodities are listed under various "Classes" in IRCA Goods Tariff, Part – I, Vol. – II and denoted by numbers varying from LR4 to 210 (Totally 16 classes) W.E.F. 01/04/2007).
- ❖ G.T. Part – I Vol. II has been rationalised to contain only 25 groups of commodities –
21 commodity groups on 'General Tariff lines' & 4 on 'Low rated Tariff lines'
- ❖ Each group under a main head will have a single uniform class rate except otherwise specifically provided.
- ❖ No commodity shall be charged for a weight less than MCC of the wagon.
- ❖ "W" condition in Rule No. 701(7)(XIII) of Goods Tariff No. 41 P-I, Vol.-I is abolished.
- ❖ CC means – Permissible CC, Standard CC or Calibrated CC.
- ❖ NMG and BCCN for the purpose of charging motor vehicles – class rate LR 4 and chargeable weight shall be 58.8 tonnes.
- ❖ Train load rates are notified in the Goods Traffic classes. WL rate is one stage higher than the TL rate, subject to minimum of class 150. According WL class for commodities with trainload class 140 and below will be charged at class 150. However TL and WL classes for commodities under Class 220 shall be same.
- ❖ A class rate for pulses has been revised to 120 and grains at 110.
- ❖ Food grains for PDS, Poverty Alleviation Programme and for other relief will be charged at class rate 100.
- ❖ Food grains for PDS etc. shall be charged at class rate 90 – when moved in block rakes of open wagons.

- ❖ The rate per quintal for different distances for various classes which are given in the IRCA Goods Tariff, Part – II are called "Class rates".
- ❖ The class rates are given separately for "Wagonload" and "Trainload" traffic.
- ❖ The trainload and wagonload rates are charged only when the prescribed minimum weight conditions are satisfied.
- ❖ Class 100 is the base class & all other classes represent the relative percentages.
- ❖ If classification is not given in the tariff for any commodity, such commodity will be charged under the highest class of 220.
- ❖ The commodities are classified duly considering the following factors:
 - Cost of service
 - Value of service
 - Transportation characteristics of the commodity
 - It's utility to the society
 - National interest
 - What the traffic can bear etc.
- ❖ The class rates apply only when a special rate is not quoted for the commodity.

W.E.F. 15/09/1998

(Ref. No. C 585/P/Vol. IV dtd. 31/08/1998)

- ❖ Party shall indent for "Standard Rake" and loads all the wagons when standard rake is supplied by the Railways.
- ❖ If Railways fails to supply the wagons required for standard rake, Consignor should load atleast "Minimum number of wagons required" for trainload rate.
- ❖ If Railways fail to supply even the minimum number of wagons required for T/L rate,
 - CGS to contact the control office with regard to non-supply of indented number of wagons for trainload.
 - AOM/DOM should record reasons for non-supply on a file meant for trainload indents and issue a numbered message extending the trainload rate benefit.
 - AOM/DOM should ensure that,
 - the indent is for standard rake
 - Railways could not supply full number of wagons in one or more installments within a reasonable time of 3 – 4 days

- and indents for the remaining number of wagons not supplied are cancelled by the Railways and not on party's request.
- Giving reference of the numbered message in the Railway Receipts should extend trainload rate benefit.
- The message should be recorded and filed for inspection by TIA/CMI.
- ❖ In case the minimum number of wagons could not be loaded even after supply of required number of wagons due to sick marking, TXR rejection, etc. AOM/DOM permission to be obtained as above and T/L rate benefit to be given to the party.
- ❖ At POL sidings where continuous loading is done round the clock, the A.O. should record the reason for non-supply of minimum number of wagons required for train load rate benefit, on the following day of the transaction and in case of Port Trust Railway, the DTMR should record the reason and communicate permission to the Goods clerk to extend the train load rate benefit.
- ❖ Trainload indents will be accepted only at notified stations and also for notified stations (i.e., notified as full rake dealing stations). Any relaxation in this regard can be given only on written authority by COM/CFTM.
- ❖ Indents may be accepted for train load from one originating station and terminating at two destination stations, provided the two destination stations are,
 - the serving station and it's siding (or)
 - two sidings of the same serving stations (or)
 - two sidings notified as independent booking points, i.e. peripheral yards (or)
 - combination of two points as approved by the Railway Board
 (The booking of two points combination rakes would not apply to BOX-N, BCN and BRN rakes)

Charging of two points train loads: (Rate Advice No. 3 of 2003)

Train load rate will be allowed for the entire distance on 'end to end' basis even if they move as wagon load for a part of the trip.

Charging freight for Trainload indent - partial cancellation of Trainload :

Ministry of Railways have given the following instructions to deal with the cases of partial cancellation of train load indents:

- ❖ Whenever the rake is supplied against trainload indent, the freight for entire rake on T/L class rate to be realized irrespective of actual number of wagons loaded.
- ❖ No partial cancellation of full trainload indent will be permitted.

- ❖ The consignor will have to load all the fit wagons supplied.
- ❖ In case the party fails to pay freight as above, the Railways reserve the right to unload consignment engaging labour at the cost of the party; WDR fee for the entire rake to be forfeited and demurrage charges will be recovered for all the wagons till unloading is completed.
- ❖ Wharfage charges will be levied as per rules and no free time in such cases to be allowed. (Railway may exercise link over goods as per provision in Railways Act to recover dues)
- ❖ Extant rules of permitting trainload class rates in cases where Railways fail to supply full rake comprising fit wagons shall continue to apply unchanged.

(Ref: ARN for RA No. 11/2004, (Goods No. 95) dated 09.11.2004)

Standard size of Rake & Minimum No. of Wagons prescribed for T/L rates :

Type of Wagon	Standard rake size for registering the indent	Minimum number of wagons required for T/L rate
BOX/BRH	35	30
CRT	68	64
Conventional Covered Wagons	70	65
BCN/BCNA/BCXN/BCNAHS	40	38
BOXN/BOXNHA/BOXNHS	58	56
BOB/BOBC/BOBX/BOBS	40	40
BCCW	40	38
BFR/BFK/BFKI/BRH/BRS	35	30
BTPGLN/BKCX	32	30
BRN/BRNA/BFNS	40	35
BTPN	48	46
BOBR	52	50
BOBR-N	58	56
TANK Wagon (4-wheeler)	72	68
Tank Wagon TG type	64	62
M.G. to M.G. (4-wheeler)	Nil	34
M.G. to B.G. (4-wheeler)	Nil	90
Mixed rake/Sherpa rake (B.G.): BOX/BFR/BRN	35	30 (Minimum of 10 each)

Note:

- ❖ For calculation of freight, the chargeable weight will be the same as for wagonload traffic for each wagon.
- ❖ Trainload rate benefit may be extended for rakes loaded with two or more commodities having similar or varying weight conditions, when loading of required number of minimum wagons for a trainload is complied with.

STATION-TO-STATION RATE :

- ❖ Section 2(38) of RA - 1989 defines station-to-station rate as "A specially reduced rate applicable to a specified commodity booked between specified stations"
- ❖ It is a special rate quoted by CCM or CCM/FM,
 - To a specified commodity with specified minimum weight condition
 - Between specified pair of stations
 - For a specified period
- ❖ Station-to-Station rate is quoted on consignor's request, considering the following:
 - To increase volume of existing traffic
 - To attract the road traffic/to create new traffic
 - To assist the sick industries
 - To move export traffic
 - To retain existing traffic

WAGON KILOMETRE RATE :

- ❖ It is a rate, which is charged on the basis of the distance from the booking station to the destination and not on the basis of weight or type of consignment.
- ❖ It is quoted for military traffic and RMC traffic.
- ❖ Wagons loaded with this traffic need not be weighed.
- ❖ Loading is permitted upto the PHCC of the wagon.

DIFFERENTIAL RULE AS TO WEIGHT :

When goods of the same description booked from the same station to the same destination are charged at different rates according to weight, the charge for lesser weight shall not exceed the charge for the greater weight.

DIFFERENTIAL RULE AS TO DISTANCE :

When goods of the same description booked from the same station to the same destination are charged at different rates according to distance, the charge for lesser distance shall not exceed the charge for the greater distance.

CLUBBING OF CONSIGNMENTS :

- ❖ The wagonload traffic is charged at wagonload class rate only when the specified minimum weight condition is fulfilled.
- ❖ The required minimum weight can be arrived by clubbing of different consignments of the same commodity.
- ❖ All such consignments should be booked from one booking station to one destination on the same date, in the same wagon.
- ❖ Separate invoices are issued to each consignment showing details of clubbing.
- ❖ Clubbing is to be allowed only in case of BG 8-Wheelers (RA – 3 of 2003).
- ❖ Maximum number of RRs that can be issued for a wagon : 12

In all cases where more than one invoice/RR is issued at the request of the consignor, an additional amount of Rs. 100/- is collected by issuing money receipt for each additional RR.

FORWARDING NOTE :

Forwarding note is an application to be executed by the consignor for booking of goods, as per Section 64 of Railways Act, 1989.

- ❖ Basic document containing all details of goods
- ❖ Legal document to be produced in court, in case of disputes, keeping a certified copy in the station.
- ❖ It is an agreement between the consignor and the Railways.
- ❖ To be filled only by the consignor or his representative and not by the staff.
- ❖ Alterations, if any must be attested in full by the consignor.
- ❖ Columns to be filled up by the Consignor in the Forwarding Note:
 - Name and address of Consignor and Consignee
 - Station to
 - Description of goods
 - No. of packages
 - Actual weight
 - Private Marks
 - Paid/To-pay
 - Declaration about Internal Packing
 - Defects in outer packing
 - Defects in the goods
 - Election of Risk Rate
 - Election of route

- Type of wagon
- Value of goods
- Willingness to pay PCEV charges

Kinds of Forwarding Note :

- ❖ Forwarding Note for animals and general merchandise
- ❖ Forwarding Note for dangerous goods
- ❖ Forwarding Note for explosives tendered by defence services
- ❖ Forwarding Note for weight only traffic (coal/ore)
- ❖ General Forwarding Note

GENERAL FORWARDING NOTE :

- ❖ Executed by traders having regular booking in parcel traffic.
- ❖ Three copies (DCM, Station, Party) are prepared and approved by DCM.
- ❖ Serial number is allotted in GFNs and list of GFN holders exhibited
- ❖ Parcels booked on the authority of "Declaration Note" and serial number to be mentioned in the PWB.
- ❖ GFN is valid for six months from the date of execution.
- ❖ GFN is not accepted for the following:
 - Explosives and dangerous goods
 - Perishables at RR rate
 - Defectively packed consignments

WAGON DEMAND REGISTRATION FEE :

- ❖ A refundable deposit collected for registration of wagons & a receipt is issued
- ❖ Rate of WDR fee (w.e.f. 01/02/2006):

Gauge	Registration fee per wagon (Rs.)	Registration fee per rake (Rs.)
BG	500	15000
MG	400	12000
NG	300	1500

- ❖ 50% of the Standard rake registration charges for "Half Rakes" registered at notified "Half rake" loading points.

- ❖ The WDR Fee will apply to all consignors.
- ❖ WDR Fee need not be collected for the following traffic:
 - Traffic offered by Platinum & Gold card holder from their siding,
 - Container traffic booked by CONCOR
 - Railway materials and stores booked by Railway Officials in their official capacity.
 - Household kit of railway employees on transfer.
 - Military traffic booked on Military credit notes.
 - Certain traffic subject to road competition specifically notified by the railway administration. As exempt from payment of WDRF (in granting exemption to the railway administration should see that such exemptions do not results in inflated and fictitious demands for wagons.

FORFEITURE OF WDR FEE :

- ❖ The WDR fee shall be forfeited :
 - When the demand is cancelled after physical supply of the wagon
 - When demand is cancelled within 10 days irrespective of the commodity
 - When loading is not commenced within demurrage free time
 - When the Consignor does not agree to pay charges as per tariff rules
- ❖ Whenever the WDR fee is forfeited, the indent is treated as cancelled
- ❖ If wagon is already supplied, then demurrage charges shall be collected from the time of placement of the wagon without allowing any free time.

REFUND OF WDR FEE :

- ❖ The WDR fee is refunded in the following circumstances:
 - When loading is completed and all charges due are paid
 - When demand is cancelled after 10 days (irrespective of commodity).
 - When demand is cancelled while an operating restriction is imposed indefinitely
 - When the Consignor refuses to load an open wagon supplied against an indent for a covered wagon, or vice-versa. The indent shall be treated as cancelled due to such refusal.
- ❖ The fee is refunded to the entitled person on production of the receipt.
- ❖ If the receipt is lost, the Consignor should execute a stamped I/Note to get refund.

LUMPSUM DEPOSIT :

- ❖ Lump sum deposit for Govt. dept shall be Rs. 10000/-.
- ❖ The parties having regular transactions with a railway may be permitted at the discretion of the railway, to pay a lump sum deposit in lieu of payment of registration fee each time and indent is made for wagon supply. The lump sum deposit payable will be fixed by railway in such cases taking into account the no. of wagons that the parties concerned have to register at a time.

INDENT, ALLOTMENT AND SUPPLY OF WAGONS

Indent for Wagon :

- ❖ Indent for wagons to be registered in TWD Register on payment of WDR fee.
- ❖ All registrations are serially numbered
- ❖ Major goods sheds to maintain Priority-wise registers as per Priority Schedule
- ❖ Registration is accepted only when no restriction/ban for the traffic
- ❖ TWDR extract to be submitted daily to the DOM(M) with details of "Registration, Supply, Cancellation, if any and Pending registration"
- ❖ "NIL" extract to be submitted when no transaction

Allotment of Wagon :

- ❖ Allotment orders issued by DOM(M) considering "Order of registration, Preferential Traffic Schedule, Wagonload/Trainload, restrictions/bans, etc."
- ❖ SMs of notified major stations are also empowered to allot wagons
- ❖ The allotment order to be exhibited in the station notice board.

Supply of Wagon :

- ❖ Wagons are allotted for loading in the priority notified through an allotment order.
- ❖ Allotment shall be made:
 - If empty wagons are available at station
 - If empty wagons are brought from other stations
 - After unloading the inward goods
- ❖ The details of supply of wagons to be recorded in the TWDR under the acknowledgement of the consignor.

HIGH PROFIT YIELDING COMMODITIES :

The commodities booked under goods traffic are charged at different class rates. And hence the freight earned on some commodities will be much more than on other commodities. Therefore the profit earned by the Railways also varies from commodity to commodity. Hence the Railways have selected 11 commodities from which they earn high profit. They are called "High Profit Yielding Commodities".

To improve movement of HPYC traffic, the following efforts are taken:

- ❖ Ensure co-ordination of Operating & Commercial departments
- ❖ Exempted from restrictions
- ❖ If restricted for 5 or more days, change of destination is permitted

The following are the High Profit Yielding Commodities :

- ❖ Cement
- ❖ Cotton-raw-fully pressed
- ❖ Chemical Manure
- ❖ Non-ferrous metals (copper, Brass)
- ❖ Soaps
- ❖ Jute manufactured (gunnies)
- ❖ Sugar
- ❖ Iron & Steel – Divisions A&B
- ❖ Mineral oils
- ❖ Rubber – Crude & manufactured (Tyre)
- ❖ Soda ash

PREFERENTIAL TRAFFIC SCHEDULE :

- ❖ It is a Booklet published by the Railway Board as empowered vide Sec. 71 of RA – 1989.
- ❖ It has Four schedules – A, B, C & D
- ❖ Goods are prioritized under these schedules to bridge the gap between shortage of wagons and in the interest of nation
- ❖ Some of the commodities listed under each schedule:
 - Schedule - A - Military traffic sponsored by Quarter Master General through MILRAIL.
 - Schedule – B - (a) Goods for emergency relief work for victims of natural calamities like floods, drought, earth-quake, etc., when sponsored by an officer not below the rank of Deputy Secretary of Central/State Govt. or a non-official organization nominated by the Central/State Govt. and mentioned in the sponsorship.

(b) All traffic sponsored by Central Govt. agency and approved by Railway Board/Zonal Railway.

- Schedule – C - All programmed Traffic for which monthly or quarterly programmes are approved by Railway Board / Zonal Railway.
- Schedule – D - All traffic not included in priority A to C.

All traffic offered in block rakes will be given preference over piecemeal traffic irrespective of the schedule and date of registration.

CRANE CONSIGNMENTS :

- ❖ Any single package weighing more than 1 tonne is called a crane consignment.
- ❖ To use crane to load/unload such consignments, party to apply to SM.
- ❖ Cranes with different lifting capacities are available at depot stations.
- ❖ When a crane is required at a station other than the depot station, haulage charges shall be collected.
- ❖ When a crane is utilized by more than one party, 75% of the haulage charge shall be collected from each party.
- ❖ If any dummy wagon is attached, then haulage charges shall be levied for the dummy wagon also.
- ❖ Cranage charge is collected as per the lifting capacity of the crane on hourly basis.
- ❖ Wagons containing crane consignments are allowed a D.C. free time of 7 hours for loading 8 hours for unloading.

UNIT - VI

BOOKING

BOOKING OF MILITARY TRAFFIC :

- ❖ Rules & conditions for booking of Military traffic are given in IRCA Military Tariff.
- ❖ Charges will be levied at Wagon Kilometer rate notified from time to time.
- ❖ Surcharges and Supplementary charges are levied as for general goods.
- ❖ Escorts are allowed for Military stores, kit and luggage.
- ❖ The escorts should purchase second-class ordinary tickets.
- ❖ First class ticket should be purchased for travel in Brake Van.
- ❖ The escort need not execute Indemnity note as in the case of general public.
- ❖ Charges are paid through Military Credit Note (MCN – i.e. IAF 1711)

BOOKING OF RMC :

- ❖ Railway material booked by one railway official to another railway official for railway use is called Railway Materials consignment.
- ❖ No WDR fee is collected.
- ❖ RMC in triplicate (Record, Station and Accounts) to be tendered by sender.
- ❖ The station foil is treated as F. note and pasted in the record foil of the RR.
- ❖ The "head of account chargeable" should be filled in the RMC note under the seal and signature of the issuing official and it will be reproduced in the RR.
- ❖ Accounts foil of RMC note is submitted to the Accounts office as monthly returns.

BOOKING OF ISMD :

- ❖ ODC means a consignment which, when loaded upon a wagon would infringe the maximum moving dimension at any point on the entire route from the booking station to destination.
- ❖ **Maximum moving Dimensions :**

Particulars	BG	MG	NG
Height at the centre	4115 mm	3430 mm	3200 mm
Height at sides	3505 mm	3200 mm	2695 mm
Maximum Breadth:			
Bogie wagon	3050 mm	2590 mm	2290 mm
4 wheeler	3200 mm	2590 mm	2290 mm

Note : The above dimensions includes lashing and packing.

- ❖ ODCs are divided into 3 types according to the clearance between the loads and the permanent structures like bridges, tunnels etc., on the route.

ODC Class	Gross clearance	Authority to permit movement	Rate per K.M.	Subject to a minimum of
A	More than 9"	DRM (Within Divn.) Otherwise COM	Rs. 17/-	Rs. 1700/-
B	6" to 9"	CE	Rs. 25/-	Rs. 2500/-
C	Less than 6"	CRS	Rs. 151/-	Rs. 15100/-

*** The above charges are effective from 15/11/2004.

- ❖ Application with sketch & dimensions of consignment to be submitted to the SM.
- ❖ The application will be sent to DOM who will forward the same to the concerned authority for approval.
- ❖ The goods shall be booked after approval.
- ❖ Normal tariff charges and infringement charges in force will be collected.
- ❖ The wagon should be certified by TXR movement.
- ❖ Speed restriction for ODCs:

Gauge	Speed/Hour
BG	40 kms
MG	25 Kms
NG	15 Kms

BOOKING OF ANIMALS :

- ❖ The party should give atleast 24 hours notice to the SM.
- ❖ Both booking and destination stations should be open for Livestock traffic.
- ❖ The following documents must be submitted by the consignor, otherwise the animals should not be booked:
 - Export permit from the State Government
 - Medical certificate issued by the State veterinary Surgeon/Animal Husbandry Dept. certifying that the animal is fit for transport and also clipped & branded.
 - Declaration by the consignor in the forwarding note that the animal is not transported for slaughter.
- ❖ Prepayment of freight is compulsory.
- ❖ Loading, unloading and transshipment should be done by the owner.

- ❖ Loading, unloading and transshipment should be done during daytime only and under special circumstances may be permitted after dusk also on written request from the consignor/attendant.
- ❖ CA type wagon is supplied for loading.
- ❖ Wagon should not be riveted.
- ❖ Wild animals are booked only when caged.
- ❖ Animals are charged at LR 4 at OR rate. On collection of 20% surcharge, they are booked at RR rate.
- ❖ ATTENDANTS:
 - Attendants must travel in the same train with the animals.
 - They are responsible for feeding and watering the animals.
 - Attendants are allowed free as follows:
 - One for 4/6 wheeler
 - Two for 8 Wheeler
 - Two for wagon involving transshipment
 - In addition, two extra attendants are allowed on payment of 11 ordinary fare.
 - The attendant should execute an unstamped indemnity note absolving Railways from any risk.
 - The number of attendants permitted and their ticket number, if any, should be mentioned in the RR.
- ❖ In case of any claims for compensation, the liability of Railway is limited as follows vide Section 103 of Railways Act, 1989.

Animal	Rs. per head
Elephants	6000/-
Horses	3000/-
Horned Cattle, Mules, Camels	800/-
Small animals and birds	120/-

- ❖ If the value exceeds the above limit, the Consignor should declare the value in the Forwarding Note.
- ❖ Also he should declare his willingness to pay the PCEV charge (Percentage Charge on Excess Value).
- ❖ Rate of PCEV charge will be Re. 1 for every 100 rupees or part of excess value and for every 160 km. or part subject to a minimum of Rs. 2/-. No maximum PCEV charge is prescribed.
- ❖ Railway will not be responsible for any loss or injuries to animals arising from freight or restiveness of the animals.
- ❖ Break journey is permitted for the animals to take rest upto 24 hours after travelling 320 km.
- ❖ Demurrage free time is allowed as follows:
 - Loading - 2 working hours

- Unloading - 2 working hours
- ❖ Animals are allowed a W/C free time of 5 hours from the time of unloading. However the animals should be removed from the railway premises within 24 hours from the time of unloading. Otherwise they may be disposed off by public auction.

**BAN ON MOVEMENT OF WILD ANIMALS AND BIRDS
(No. C.30/XXXVI dt. 18/01/2001)**

As per Indian Wildlife Protection Act, 1972, both the consignor as well as booking agency are responsible in case there is contravention of the above Act, Capture of birds is illegal and so their transportation. Animal Welfare Board has also advised that in future 'SM should also be held responsible' for any case of booking of wild animals including birds **and can be prosecuted for violating the provisions of WPA & PCA** (Wild Life Protection Act – 1972, Prevention of Cruelty of Animals Act – 2000).

Hence it should be ensured that there is no illegal movement of wild animals and birds by rail. Stations should not accept any bird, other than chicken for transportation by rail unless the consignor furnishes necessary certificate.

**BOOKING OF CATLE (COW, BULLS, BULLOCKS, BUFFALOES, YAKS & CALVES
w.e.f. 01/12/2000 (Ref. C.472/P/Vol. VII Dtd 11/12/2000)**

While transporting animals by train, Rlys. are required to observe the conditions laid down in the Transport of Animals Rules, 1978 framed by the Govt. of India. Special emphasis may be laid to observe the conditions in regard to transport of cattle.

Number of cattle to be booked in different types of wagons:

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

- ❖ For 8-wheeler wagons, double the quantity can be loaded
- ❖ For 6-wheeler wagons, 1.5 times of the above quantity can be loaded
- ❖ Wagons must not be overloaded
- ❖ While loading, the cattle are positioned parallel to the rails facing each other
- ❖ The consignor has to provide the following:
 - Breast bars – 2 per 4-wheeler/6-wheeler & 4 per 8-wheeler (One at a height of 60 to 80 cm. and the other at a height of 100 to 110 cm. on each side of the wagon)
 - Adequate number of ramps to facilitate disembarkation in exigency. The ramps should be 5 m. long 1.5 m. wide and strongly built without any gap or hole.

- Padding such as straw on the floor of the wagon (Not less than 6 cm. thick) to avoid injury to the cattle.
- Adequate quantity of rations required for the cattle during the journey under the charge of the attendant.
- Each cattle should be labeled around the neck showing in bold red letters, the name, address and phone number of the consignor & consignee, the certificate number issued by the veterinary surgeon and the type of cattle.
- Veterinary first aid equipment to be provided with the attendant in each wagon.
- Atleast two drums per 4/6 wheeler and four drums in 8/wheeler wagons to be provided to store drinking water for the cattle. The attendant should fill these drums with water, wherever necessary.
- The attendant shall milk the calves sufficiently atleast twice a day.
 - **No. of Attendants:**
 - ✓ One attendant per 4/6 wheeled wagon and two attendants per 8-wheeled wagon are permitted to travel free of charge, provided they are travelling in the same wagon accompanying the animals.
 - ✓ An indemnity note to be executed by the consignor absolving the Railways from the responsibility for any injury/death caused during the travel in such wagons as well as damage or loss arising from fire caused by smoking, cooking or carrying open light/oil lamp by such attendants.
 - **Required documents for booking:**
 - ✓ Forwarding Note duly filled in by the consignor indicating compliance of all necessary conditions as mentioned above.
 - ✓ Indemnity Note covering all the attendants in all the wagons.
 - ✓ Certificate in the prescribed form under the Transportation of Animals Rules, 1978 issued by a veterinary surgeon to the effect that the cattle are in a fit condition to travel by rail and are not suffering from any infectious diseases and that they are vaccinated against infectious diseases.
 - ✓ Certificate from the State Govt. authorities (e.g. Dist. Magistrate) allowing the movement of animals.
 - ✓ Export permit of the Govt. if the animals are booked to a foreign country.
 - ✓ Declaration of the consignor to the effect that the attendants will look after the well being of the animals during transit as required under Section 3 of the Prevention of Cruelty to Animals Act, 1960.

▪ **Other Conditions for booking:**

- ✓ Booking of Cattle will be permitted at stations that are provided with high level platform.
- ✓ Railway should provide watering arrangements at stations/platforms where loading or unloading of cattle takes place.
- ✓ Railway staff should supervise loading to ensure that cattle are not overloaded.
- ✓ The Railways should make best efforts to provide adequate halt to such trains after a journey of 10 to 12 hours to enable the attendants to refill the water drums with drinking water.
- ✓ The cattle shall be booked by the next train and shall not be detained after the booking.
- ✓ The average space per cattle in wagon should be not less than 2m².
- ✓ The dropped door of the wagon may be used as a ramp to facilitate loading/unloading of cattle.
- ✓ Cattle shall be loaded after they are properly fed and given water.
- ✓ Cattle in advanced stage of pregnancy must not be mixed with young ones.
- ✓ Rations for the journey shall be carried in the middle of the wagon.
- ✓ Upper door of one side of the wagon shall be kept open properly fixed to provide adequate ventilation.
- ✓ Specifically fitted goods wagons with a special type of tailboard and padding around the side should be used for loading of cattle (CA type wagon).
- ✓ If other goods wagons are to be used, they should be provided with anti-slipping material, such as coir matting or wooden board on the floor.
- ✓ While transporting cattle, other merchandise should not be loaded.
- ✓ To prevent the cattle being frightened or injured, they should preferably face the engine.
- ✓ Cattle wagons should be attached in the middle of the train.
- ✓ Cooking inside of the wagons and use of hurricane lamps without chimneys shall not be allowed.
- ✓ As far as possible, the cattle wagons should be moved during nights only.

- ✓ During daytime, the cattle should be unloaded, fed, given water and rested as far as possible.
- **Delivery of Cattle at the destination:**
The SM at destination shall take a declaration from the consignee before delivery that the cattle are not meant for slaughter, especially if there is a ban on cow slaughter in the state.

DANGEROUS GOODS :

Dangerous goods are classified into EIGHT classes as follows, having regard to the hazard involved in their carriage by rail (Red Tariff No. 20).

- ❖ Explosives
- ❖ Gases, compressed, liquefied or dissolved under pressure
- ❖ Petroleum and other inflammable liquids
- ❖ Inflammable solids
- ❖ Oxidizing substances
- ❖ Acids and other corrosives
- ❖ Poisonous (Toxic) substances
- ❖ Radio-active substances

BOOKING OF EXPLOSIVES :

- ❖ The sender should give atleast 48 hours notice to the SM. (The Forwarding Note, complete in all respect, tendered 48 hours in advance shall be deemed as the notice).

The sender in the notice should furnish the following details:

- Name, description and quantity of the explosives
- Name & address of the Consignor and Consignee
- Declaration that the goods are packed and marked as the Red Tariff rules
- Declaration that the Consignor is ready to receive the explosives
- ❖ Forwarding Note for dangerous goods in pink colour should be tendered.
- ❖ The Consignor should submit a pass in triplicate issued by the Inspector of Explosives.
(One copy is retained with forwarding note, second copy is sent to the destination station by post with a forwarding letter and the third copy accompanies the goods with transit invoice)
- ❖ Packing conditions as prescribed in Red Tariff are to be complied with compulsorily.
- ❖ Pictorial labels should be pasted on the packages.
- ❖ Explosives should not be loaded with other goods.

- ❖ The Consignor/consignee should do Loading/Unloading only during daylight.
- ❖ The maximum weight of any single package should not exceed 50 kg.
- ❖ Any package weighing more than 35 kg. should be provided with slings or handles for easy handling.
- ❖ Prepayment of freight is compulsory.
- ❖ Explosives are loaded in Powder van. If Powder Van is not available, wooden floored covered wagon may be used with prior permission from the Chief Controller of Explosives.
- ❖ Explosives can be loaded upto 10 t. or 50% of MCC of the wagon whichever is less.
- ❖ At a time a maximum of 5 wagons only can be dealt.
- ❖ Wagon should be cleaned before loading.
- ❖ After commencement of loading/unloading, the work should not be stopped before completion of the work.
- ❖ The packages should not be thrown or rolled or dragged or dropped.
- ❖ A team of two or more persons should handle heavy packages.
- ❖ No smoke or fire or matches allowed near the explosives within 15 m.
- ❖ Explosives should not be exposed to sunlight or rain or snow.
- ❖ No person wearing shoes with iron nails should be allowed near the explosives.
- ❖ Persons under 18 years of age or in intoxicating mood should not be allowed to enter the area.
- ❖ Iron trolleys should not be used for moving explosive.
- ❖ Special type of seal cards prescribed for dangerous goods should be used.
- ❖ Lead seals are to be used to seal the wagons.
- ❖ Explosives wagon should not be riveted. The Consignor can padlock the wagon with padlocks of galvanized iron. The keys should be sent to the destination through the guard of the goods train under clear acknowledgement.
- ❖ Explosive labels containing the precaution "NOT TO BE LOOSE SHUNTED" should be pasted in the wagon panels.
- ❖ Explosives should be stored in an enclosed shed, atleast 45 m. away from the station buildings, dwelling houses, public places, etc. if enclosed shed is not available, they may be stored in a covered wagon.
- ❖ An arrival notice in the prescribed form should be issued to the consignee, if the goods are not taken delivery on the date of unloading.
- ❖ If explosives are not taken delivery within the Wharfage free time, sale notice should be issued to the Consignee/Consignor under registered post.
- ❖ Explosives tendered by the defence are governed by the Military Tariff rules.

- ❖ If any explosive escapes from the package should be carefully collected and secured. The matter should be immediately informed to the Controller of Explosives who shall arrange for its destruction.
- ❖ In case of accident connected with explosives consignments, the matter should be reported to the Chief Controller of Explosives, Nagpur by telegram, the nearest Police Station and the departmental officers concerned.

BOOKING OF RADIOACTIVE MATERIALS :

Some materials are known to emit particles, which are some time electrically charged accompanied by release of energy. Such emission is called "Radiation". Materials, which emit radiation, are called "Radioactive Materials". The radioactive materials have many applications in Medicine, Industries, Agriculture and Research. Such materials are defined in the Atomic Energy Act, 1962 (e.g. Uranium compounds, Thorium compounds, Treated Heavy Water, etc.)

- ❖ Radioactive material can be booked only "from" and "to" the nominated stations. (The list of nominated stations is available in Red Tariff No. 20 w.e.f. 16/8/2000)
- ❖ They can be transported only by persons/institutions authorised to handle radioactive materials. (The authorization is issued by Atomic Energy Regulatory Board, Mumbai or Babha Atomic Research Centre, Mumbai) Also all the units of Dept. of Atomic Energy are authorized to transport radioactive materials by rail.
- ❖ The radioactive materials are treated as dangerous goods for the purpose of transport by rail.
- ❖ Along with the forwarding note, a TREMCARD (Transport Emergency Card) is obtained in three copies from the consignor. The TREMCARD contains the action to be taken in the event of an emergency, addresses & phone numbers of the consignor/consignee and the Head, BARC, Mumbai. One copy of the TREMCARD is retained with forwarding note, second copy is sent to the destination with a forwarding letter and the third copy accompanies the goods through the guard.
- ❖ A package containing radioactive material can be accepted as parcel, only when the weight of the package does not exceed 50 kg.
- ❖ A maximum of two such packages of weight upto 50 kg can be booked as parcel at a time.
- ❖ The guard should ensure that the radioactive material packages should not exceed two in a single van.
- ❖ The radioactive materials parcels can be carried only by Parcel Special Trains and not by passenger/mixed trains.
- ❖ For booking by goods trains, a full wagon must be indented by the consignor.

- ❖ In BG/MG Weight charged for the CC of the wagon and over NG, booking radioactive materials is prohibited.
- ❖ Radioactive materials are charged at Double the R rate while booked as parcels and charged at the highest class rate while booked as goods.
- ❖ The packages should be pasted with special pictorial labels in white and yellow colours, indicating the radiation levels of the consignment.

Category and Colour of the Label	Radiation level outside the package	Transport Index
Category I - White	Very Low	Zero
Category II – Yellow	Slightly Higher	Up to One
Category III – Yellow	Higher than Category II	Above One and up to Ten

- Packages having transport index more than Ten not to be accepted by rail.
- In case of wagonload, the transport index should not exceed 50 per wagon.
- ❖ The Booking staff should ensure that the package is in good condition.
- ❖ The name and address of the consignor & the consignee, the gross weight of the package should be written on the outside of the package.
- ❖ The consignor should declare that the packages are packed, labeled and marked as prescribed by the Atomic Energy Regulatory Board.
- ❖ Radioactive materials shall be segregated from other parcels/goods and stored in a far away place. It should be ensured that the sum of the transport indexes of all the packages stored in a place does not exceed 50.
- ❖ All the handling precautions applicable for dangerous goods are to be followed in case of radioactive materials also.
- ❖ The consignment should be delivered immediately on arrival at the destination.
- ❖ Precautions to be taken in case of damaged package:
 - Store the consignment in an isolated area
 - Wrap the package in a plastic sheet and cordon 3 m. on all sides of package
 - Display a placard prohibiting persons from loitering in the area
 - Direct the persons who might have handled the package to wash their hands thoroughly with detergent
 - Inform by telegram the Head Division of Radiological Protection, BARC, Mumbai-85 and the consignor seeking the advice and assistance
 - Take such measures as recommended by him and allow the consignee to take delivery of the parcel

BOOKING OF OFFENSIVE GOODS :

- ❖ The following goods are declared as Offensive goods vide Railway (Prescription of Offensive goods) Rules, 1990.
 - Dried blood
 - Corpses
 - Carcasses
 - Human ashes
 - Human skeletons
 - Parts of human body
 - Unclean and unbleached bones
 - Municipal sweepings or refuse
 - Manures, except chemical manure
 - Rags, other than oily rags
 - Any decayed animal or vegetable matter
- ❖ Atleast 48 hours notice should be given to the SM of the booking station.
- ❖ The packages containing offensive goods should be distinctly marked on outside about the nature of the contents.
- ❖ Offensive goods should not be brought to the Railway premises without the permission of the SM.
- ❖ Anyone found with offensive goods without obtaining permission is liable for a fine upto Rs. 500/- as per section 165 of Railway's act 1989.
- ❖ Offensive goods should be directly loaded into the wagon.
- ❖ Prepayment of freight is compulsory.
- ❖ The charges will be levied subject to the minimum weight for charge attached to the wagonload class rate.
- ❖ At the destination, if necessary, the goods may be stored in a remote, far off place in a secured manner.

TRANSHIPMENT :

- ❖ Specific stations in each Railway, which has more than one gauge, are nominated as Transshipment stations.
- ❖ Traffic booked from one gauge to another is transshipped here.
- ❖ These stations will have platforms or sidings with different gauges on either side.
- ❖ Loads and corresponding empties are placed on either side.
- ❖ Railways transship the goods by engaging casual labourers.
- ❖ Maximum space in wagons should be utilized duly abiding by the CC and axle load restrictions.
- ❖ Proper seal cards, bracket labels are to be provided.

- ❖ The original wagon number and booking particulars should be shown in the seal cards and bracket cards of the new wagons.
- ❖ Entries are to be made in the Transshipment register.
- ❖ Any shortage or damage noticed should be notified immediately to all concerned.
- ❖ Care should be taken to avoid damage and pilferage.
- ❖ It should be ensured that wagons are not detained at transshipment points.

UNLOADING OF WAGONS :

- ❖ As soon as wagons are placed for unloading, a placement memo should be obtained from the Train Clerk.
- ❖ The wagons placed should be cross-verified with the memo.
- ❖ The wagon seals should be checked for their correctness/defects.
- ❖ The following are to be considered as defective seals.
 - Different station seals on different doors
 - Wax seals not legible
 - Seal tape cut and tied
 - Seal card without wax seals
 - Wax Seal without seal card
- ❖ Any wagon with defective seals should be unloaded only in the presence of RPF.
- ❖ While opening the wagon, the seal card should be removed carefully without damaging the seals.
- ❖ The seal cards should be preserved for atleast six months.
- ❖ In case of wagons received with defective seals, shortage/damage found if any, the seal cards have to be submitted to the Claims office along with M&DG report.
- ❖ When the wagon is opened, the condition of consignment inside should be noted.
- ❖ Unloading should be done only under the supervision of the unloading clerk/SM.
- ❖ The packages should be handled carefully.
- ❖ The position of the damaged bags inside the wagon should be noted.
- ❖ The number of packages should be tallied with the number shown in the seal card and transit invoice.
- ❖ Any shortage, damage or loss should be immediately advised to all concerned by issuing a DD message.
- ❖ Entries must be made in the unloading register.
- ❖ Time of Placement, completion of unloading, no. of packages unloaded should be noted.

- ❖ The position of the consignment should be noted by indicating the pillar number, door number etc. where they are stacked.
- ❖ In case of damaged consignments, necessary steps should be taken to avoid further damage to consignment.

DAMAGE AND DEFICIENCY MESSAGE :

- ❖ Any excess, shortage or damage noticed during unloading of wagons should be recorded in the unloading tally book and should be countersigned by the RPF who witnessed the unloading.
- ❖ A message should be given to the last sealing station, booking station and CCO with the details of the unloading.
- ❖ The message should have the following details.
 - Wagon number
 - From station
 - Booking particulars
 - Seal and position
 - Number of packages and description as per seal card & actually unloaded
 - Details of damage and loss
 - Re-weighment weight
 - Name, designation and staff number of the staff who witnessed the unloading
- ❖ Code words should be used wherever possible.
- ❖ In case of theft/pilferage, message should be given through telegram within 6 hours from the time of placement.
- ❖ The message should be serially numbered and recorded in a register called Missing and Damaged goods register.
- ❖ The supervisor/SM should make a certificate at the back of the last DD message issued at the end of the day as
 "Last DD message issued, next message should be issued"
 under his full signature and date.

Note :

For Urgent Train Memo (UTM), a new format is introduced in form No. SN-172. The book contains 50 sets of three foils, each which are serially machine numbered. One foil is sent along with M & DG report, one foil is handed over to telegraph office and another foil is kept as station record: The messages should be prepared in this format duly allotting serial number for each message. Date and time of preparation of the message should be recorded in addition to filling up all the other relevant columns in the format regarding shortage/damage/pilferage to the goods.

REWEIGHTMENT OF GOODS :

Re-weighment by Railways:

- ❖ Reweighment by Railways is necessary to guard against wrong weighment if any.
- ❖ Atleast 10% bags of each consignment should be reweighed at the destination.
- ❖ If consignment is a packages not of uniform size and weight, whole consignment should be weighed.
- ❖ All the packages showing signs of damage/pilferage should be reweighed.
- ❖ Entries should be made in re-weighment register.
- ❖ If the actual weight is more than the invoiced weight, undercharges should be collected.
- ❖ Frequent under weighment from a particular station must be reported to the DCM.

Re-weighment on Party's request :

- ❖ DCM can permit re-weighment of wagonload at his discretion.
- ❖ The owner should give an application to the SM of the destination for re-weighment of wagonloads.
- ❖ Original RR should be produced.
- ❖ Re-weighment will not be permitted:
 - If a covered wagon is received with seals intact
 - If there is no signs of consignment having been tampered with
 - If the consignment is perishable and likely to loose weight in transit
 - If re-weighment is not possible due to operational constraints
 - If the consignment is booked under OR rate
 - Fruits, vegetables, coconuts
 - Firewood, timber, charcoal and commodities in bulk
- ❖ If DCM permits the Reweighment of merits, prescribed re-weighment charges should be collected.
- ❖ Haulage charges should be collected at prescribed rates when the wagons are sent to another station for Reweighment due to non-availability of weighbridge at the destination.
- ❖ Haulage charges will not be collected if the wagon is taken to another station because the weighbridge available at the destination is out of order.
- ❖ Re-weighment charges :

Gauge	4 Wheeler	8 Wheeler
BG		
MG		
NG		

- ❖ The results of re-weighment should be entered in the re-weighment register.

OPEN DELIVERY :

If a consignment arrives at the destination in a damaged condition or shows signs of having been tampered with and the consignee or the endorsee demands open delivery, the Railway Administration shall give open delivery (Sec. 81 of RA – 1989). i.e. the damaged packages shall be opened, the loss/damage is assessed and then delivered.

Procedure for giving open delivery :

- ❖ The owner should apply to the Station Master in writing.
- ❖ He should produce the original RR and trade invoice to prove his ownership.
- ❖ SM is authorized to grant OD when the estimated loss does not exceed RS. 500/-.
- ❖ If the estimated loss is more than Rs. 500/-, the application is forwarded to DCM, who will depute competent officials.
- ❖ The schedule of powers to grant OD is as follows:

Estimated loss	OD official
Upto Rs. 3000/-	CMI Grade – III in scale Rs. 5000-8000
Upto Rs. 5000/-	CMI Grade – II in scale Rs. 5500-9000
Upto Rs. 8000/-	CMI Grade – I in scale Rs. 6500-10500 / Rs. 7450-11500
Above Rs. 8000/-	Gazetted Officer

- ❖ OD granting official will fix a date and time for OD.
- ❖ On that date, the owner should present himself with RR, trade invoice and necessary men and material to open the packages.
- ❖ RPF staff is called to witness OD.
- ❖ The trade invoice is verified for its genuineness by comparing the details with RR. Also the O.D. granting official and the party should sign in it.
- ❖ The O.D. granting official will prepare a Joint Survey Report (JSR) in four copies. (Party, OD granting official, SM and RPF)
- ❖ JSR should contain all details noticed during O.D.
- ❖ Before opening the packages, the outward packing condition is noted.
- ❖ Then the packages are carefully opened and the following details are observed and noted:
 - Vacant space if any inside the package
 - Internal packing
 - Articles broken or damaged
 - Articles missing
- ❖ The extent of shortage to be assessed after comparing details of the consignment booked as per railway receipt and also by physical counting of the packages and their contents.

- ❖ Equal number of missing pieces are taken from good ones & weighed. This is added to the reweighed weight to find out the correctness of the invoiced weight.
- ❖ Entries should be made in the Reweighment register.
- ❖ The OD granting official, RPF staff and SM should sign JSR.
- ❖ The consignee should also sign with a remark as "I agree without prejudice."
- ❖ The consignee is permitted to make remarks in the delivery book for the actual weight delivered to him.
- ❖ OD official will send the JSR to CCO with the following enclosures:
 - Trade invoice
 - Copy of the remarks passed by the party in the delivery book
 - Details of shortage
 - Copy of the PDC
 - Missing Goods Report

ASSESSMENT DELIVERY :

When a consignment is received in a damaged or deteriorated condition and delivered to the party after assessing the extent of damage as requested by the consignee, it is known as "Assessment delivery."

Procedure to grant Assessment delivery :

- ❖ When a consignment is received in a damaged or deteriorated condition, the SM should arrange to segregate the damaged stuff from good stuff.
- ❖ Damaged goods should be exposed to sun and air to minimize the damage.
- ❖ The owner should apply to the Station Master in writing.
- ❖ He should produce the original RR and trade invoice to prove his ownership.
- ❖ Assessment delivery should be done immediately or as early as possible to avoid further deterioration of goods.
- ❖ SM is authorized to grant assessment delivery when the estimated loss does not exceed Rs. 500/-.
- ❖ If the estimated loss is more than Rs. 500/-, the application is forwarded to DCM, who will depute competent officials.
- ❖ The schedule of powers to grant AD is as follows:

Estimated loss	OD official
Upto Rs. 3000/-	CMI Grade – III in scale Rs. 5000-8000
Upto Rs. 5000/-	CMI Grade – II in scale Rs. 5500-9000
Upto Rs. 8000/-	CMI Grade – I in scale Rs. 6500-10500 & in scale Rs. 7450-11500
Above Rs. 8000/-	Gazetted Officer

- ❖ AD granting official will fix a date and time for AD.
- ❖ On that date, the owner should present himself with RR and trade invoice.
- ❖ RPF staff is called to witness AD.
- ❖ AD granting official will prepare a Joint Survey Report (JSR) in four copies. (Party, AD official, SM and RPF).
- ❖ JSR should contain all details noticed during AD.
- ❖ The condition of outer and internal packing and also compliance of special condition, if any should be noted.
- ❖ Damaged goods must be examined and sorted out of lots, according to the extent of damage as follows:
 - fit for human use
 - fit for animals
 - fit for manure
 - unfit for NO use
- ❖ The extent of damage shall be assessed on the basis of visual examination and such other chemical or physical tests as required.
- ❖ If the damaged appears to have existed before booking of goods, it should be specifically recorded.
- ❖ In case of goods damaged by wet, JE/Mechanical certificate is verified for water-tightness or non-water-tightness of wagon.
- ❖ The consignee is permitted to make remarks in the delivery register as follows: "Damage assessed for as per assessment report by on"
- ❖ AD granting official will send the JSR to CCO with the following enclosures:
 - Trade invoice
 - Copy of DD message
 - Seal cards with seal
 - JE/Mechanical certificate
 - Details of damage
- ❖ If the consignee does not agree to the damage assessed, opinion of two independent and respectable persons to be obtained and submitted to CCO.

Difference between OPEN DELIVERY and ASSESSMENT DELIVERY:

S.No.	Open Delivery	Assessment Delivery
1	Delivery of goods by actual count and weight	Delivery of goods after assessing the damage
2	Actual shortages are certified with value	Damage is assessed on percentage basis.
3	Samples need not be taken	Samples may be taken and sent for chemical test, if necessary
4	JE/C&W certificate is not necessary	JE/C&W certificate is necessary to certify the wagon as WT/NWT.

REBOOKING :

Booking of a consignment from the original destination to any other station without taking delivery is called rebooking.

Procedure for rebooking of goods :

- ❖ SM is authorized for rebooking of Parcels.
- ❖ Wagon loads/Train loads may be rebooked under the orders of DCM.
- ❖ For rebooking, goods must have reached the destination.
- ❖ The consignor/consignee may request for rebooking.
- ❖ He must apply to SM of the original destination enclosing RR & a fresh Forwarding Note.
- ❖ For rebooking, the packages should be in sound condition.
- ❖ If the packing is defective, or the consignment is in defective condition, remarks should be obtained in the forwarding note.
- ❖ Before rebooking, the packages are reweighed and the result is recorded.
- ❖ Original RR is cancelled and necessary remarks are made in the delivery book.
- ❖ Fresh RR is prepared showing the details of original booking particulars.
- ❖ Fresh Railway marks, Paste on label, bracket cards and seal cards are put on.
- ❖ All charges due at the original destination are shown as "Paid-On" charges in the rebooking RR in addition to the freight due to the new destination.
- ❖ The rebooking station can take special credit for the "Paid-on" charges by enclosing a certified copy of the rebooking RR with the balance sheet.
- ❖ Where pre-payment of freight is compulsory, the freight should be collected before rebooking through cash/DD.
- ❖ Rebooking is not permitted in the following cases:
 - Part consignment
 - Live stock
 - Perishables
 - Dangerous goods
 - Offensive goods

DIVERSION OF GOODS :

When the owner of goods desires to take delivery of goods at a station other than the original destination and such delivery is arranged prior to the arrival of goods at original destination, it is called "Diversion".

Procedure for diversion :

- ❖ Diversion is permitted by the DCM for wagonload and trainload consignments only.
- ❖ SM is not empowered to grant diversion of goods.
- ❖ Diversion of parcels is not permitted.
- ❖ Diversion is permitted by DCM subject to the following conditions:
 - Wagons should not have reached the original destination
 - No detention of train due to diversion
 - Wagon should not pass over any portion already covered
 - There should be no restriction to new destination
 - Wagon should not have passed the last diverting junction
- ❖ The party should apply to DCM through the SM of the forwarding station or original/new destination.
- ❖ Diversion fee of Rs. 300/- per wagon is collected (for military wagon it is Rs. 50/-)
- ❖ RR should be produced to prove the ownership of goods.
- ❖ When diversion is permitted, DCM will send message to:
 - Original destination
 - Junction station en route
 - New destination
 - Traffic Accounts Office
- ❖ SM of the Junction station will keep a watch for the wagon's arrival and alter the destination station name in the seal cards without tampering the original seals.
- ❖ Fresh bracket labels will be provided.
- ❖ After diverting the wagon, the SM will issue messages to original destination, new destination, forwarding station and DCM.
- ❖ SM of the forwarding station will collect the original RR and issue a fresh RR.
- ❖ Original booking particulars and diversion details are shown in the fresh RR.
- ❖ SM of the forwarding station will send a certified overcharge sheet to the original destination to clear the freight outstanding, if any.
- ❖ Diversion is not permitted in the following cases:
 - Part consignment
 - Live stock
 - Perishables
 - Dangerous goods
 - Offensive goods

Levy of diversion fee - Item No. 11 of TRC No. 12 of 1996 (C. 235/P/Vol. 3)

No diversion fee will be levied on consignments taken delivery short of destination – Provided book delivery is effected at the original destination and physical delivery is given at the station short of destination under clear signature and the party will not claim any refund of freight for uncarried portion.

Diversion of goods to relieve congestion - Exemption from payment of diversion fee : C 496/P/Vol. VIII Dated 8.2.2002)

"To relieve congestion arising due to act of god, act of war and act of public enemies at the booked destination, the goods may be delivered short of destination/diverted/rebooked to nearby alternative station duly obtaining prior approval from CCM, COM and the consignee or consignor. Under these circumstances, no diversion fee will be levied and the freight charges up to the rebooked/diverted destination will be recovered allowing telescopic rate benefit for the entire distance traversed. If goods are delivered short of destination freight charges for the uncovered journey will be refunded".

Difference between REBOOKING and DIVERSION :

S.No.	Rebooking	Diversion
1	It is permitted for parcels and goods	It is permitted for goods traffic (WL/TL) only
2	SM is empowered for rebooking of parcels. For rebooking of goods, DCM's permission is necessary	SM is not empowered. In all cases, DCM's permission is necessary
3	Consignment should have reached the destination	Consignment should not have reached the destination
4	Packages are reweighed and the result is recorded	Packages are not reweighed
5	New Railway marks are put on	No new marks are put
6	Fresh seal cards are provided	Only the name of the destination name in the seal card is altered
7	No charges are collected	Diversion fee is collected
8	Out standing is cleared through "Paid-on"	Outstanding is cleared through "Certified Overcharge Sheet"

DELIVERY IN THE ABSENCE OF RAILWAY RECEIPT :

With Invoice Copy			Without Invoice Copy	
Perishable	Non Perishables		Perishables	Non-Perishables
Named Consignee	Named Consignee	Self	Named Consignee	Named Consignee
Unstamped Indemnity Note	Stamped Indemnity Note	Indemnity Note by Sender at booking station & receiver at destination	Caution Deposit Indemnity Note	DCM Approval Bank Guarantee

- ❖ When the party is unable to produce the RR, delivery of goods/parcels may be given to the consignee on execution of Indemnity Note.
- ❖ SM should satisfy himself that the person claiming goods is the real owner.
- ❖ If SM is not satisfied or more than one person claims the consignment, the matter should be referred to DCM for orders.
- ❖ Indemnity note may be stamped or unstamped according to the nature of case and value of goods.
- ❖ SM is authorized to deliver on Indemnity note, goods of value upto Rs. One Lakh.
- ❖ If the value is more than one lakh, DCM's permission is necessary.
- ❖ Indemnity note should be executed in the presence of SM on a non-judicial stamped paper according to the value of the goods.
- ❖ It should be signed by the consignee, one surety and two witnesses and then attested by the SM with station seal.
- ❖ Unstamped Indemnity note may be accepted in the following cases:
 - Perishables
 - Goods of low value
 - RMC traffic
 - Government consignment
- ❖ In case of consignment booked to "self", two Indemnity Notes should be executed:
 - One executed by the consignor at the forwarding station, endorsed in favour of the consignee and attested by the SM of the forwarding station.
 - Another indemnity note executed by the consignee at the destination.
- ❖ Delivery on indemnity note can be given only if booking particulars are available.
- ❖ When perishable consignments are received without connected invoice, delivery may be given on collection of market value of goods as caution deposit.
- ❖ The caution deposit may be refunded if the party produces original RR or if the invoice copy is received within 6 months.
- ❖ When non-perishable consignments are received without connected invoice, delivery may be given under orders of DCM.
- ❖ When more than one person claims a consignment, delivery may be granted with DCM permission on indemnity note to the person giving sufficient proof of ownership.

GENERAL INDEMNITY NOTE :

- ❖ Regular traders may execute a General Indemnity Note with DCM.
- ❖ It is executed on non-judicial stamped paper in three copies.

- ❖ The G.I. Note holder can take delivery then and there without producing RR.
- ❖ RR should be surrendered within 10 days of delivery.
- ❖ If the RR is lost or not surrendered for any reason, the party should execute a separate indemnity note for that particular consignment.
- ❖ If the party fails to surrender RR or execute separate indemnity note, further delivery on G.I. Note may be refused.
- ❖ The G.I. Note is normally valid for 3 years.
- ❖ G.I. Note is not accepted for :
 - Consignment booked to SELF.
 - Consignment claimed by more than one person.

DISPOSAL OF UNCONNECTED GOODS :

Wagon loads:

- ❖ When booking particulars are not available outside the wagon (seal card/side card missing), the wagon becomes unconnected.
- ❖ A message should be given to the station whose seal is available on the seal cards to furnish booking particulars with copy to NR cell, DCM and CCO.
- ❖ If seal impression is not clear, message should be given to the starting station.
- ❖ NR cell will connect the wagon by back tracing.
- ❖ If the wagon is not connected within 24 hours, the wagon should be opened in the presence of RPF and SM.
- ❖ If any booking particulars are available inside the wagon, the wagon should be dispatched to the correct destination.
- ❖ If the wagon is not connected within 72 hours, the wagon should be unloaded with the permission of DCM.
- ❖ The details of consignment should be entered in unconnected register.
- ❖ Also the details should be advised to NR cell, DCM and CCO.
- ❖ A statement of unconnected consignment available should be sent to NR cell, DCM and CCO every month.
- ❖ The consignment will be disposed off as per the orders of DCM.

DISPOSAL OF UNCLAIMED GOODS (S. 84 OF Rlys. Act 1989)

Unclaimed perishables:

- ❖ In case of perishables, the SM shall auction the goods at owner's risk and expenses after expiry of 24 hours from the time of unloading.
- ❖ The goods can be auctioned earlier, if the condition of the goods warrants so.

- ❖ If the goods are heavily damaged and cannot be used, they can be buried after the certificate from Health Inspector.

Unclaimed Dangerous goods:

- ❖ Whenever dangerous goods are booked, the forwarding station SM should send an advise to the SM of the destination with the details of the booking.
- ❖ On receipt of the advise, the destination station SM shall send an advance notice to the intended consignee to be prepared to take delivery immediately on arrival of the consignment.
- ❖ If the consignment is not taken delivery on the day of unloading, a registered sale notice shall be issued to the consignee advising him to take delivery of the consignment immediately.
- ❖ If the consignment is not taken delivery within 7 days from the date of acknowledgement of RN, the consignment shall be disposed off by auction under the orders of DCM.
- ❖ The consignment shall be auctioned only to license holders who are authorized to deal with such dangerous goods.

Unclaimed Non-perishables and Non-dangerous goods :

- ❖ If possible, arrival notice may be issued to the party.
- ❖ If the consignment is not taken delivery within 7 days of unloading, the details of the consignment should be recorded in the common carrier liability register.
- ❖ Registered sale notice should be issued to the consignee.
- ❖ The RN may be issued to the consignor through the SM of the forwarding station if the address of the consignee is not known.
- ❖ The RN should contain the details of the consignment, date of receipt, charges due and the charges accruing further every day.
- ❖ The party is informed through RN that the railway will auction the goods if the goods are not taken delivery within 7 days from the date of acknowledgement of RN.
- ❖ If consignment is not taken delivery upto one month from the date of unloading, the packagers are opened & inventory taken in the presence of DCI & RPF.
- ❖ The packages shall be again repacked after placing a inventory copy inside.
- ❖ The consignment will be disposed by auction under the orders of DCM.

UNIT - VII

DEMURRAGE CHARGE

"Demurrage means the charge levied for the detention of any rolling stock after the expiry of free time, if any, allowed for such detention."

- ❖ It is charged on a 'flat rate' basis for an hour or part of an hour.
- ❖ Demurrage free time is calculated only during working hours.
- ❖ After expiry of free time, demurrage will be collected for non-working hours also.
- ❖ For the purpose of demurrage charge, all days are treated as working days.
- ❖ Rate of demurrage charge : Rs. 75/- per hour or part for an 8-wheeler.
- ❖ Half the above rate shall be charged for a 4-wheeler.
- ❖ These rates of Demurrage Charge shall be applicable equally to all types of 8-wheeled goods wagons & coaching vehicles (excluding passenger vehicles) irrespective of CC.
- ❖ The above rates should be uniformly applied to all good sheds and sidings including steel plants and collieries.
- ❖ For steel plants & collieries where pilot to pilot system is in vogue the revised Demurrage Charge will be applied on hourly basis subject to minimum of Rs. 1200/- per BG wagon.
- ❖ Pilot to pilot system of working various sidings is to be discontinued. The rakes should be placed/withdrawn as soon as the loading/unloading is completed.
- ❖ It has been decided to do away with the system of levy of 'Higher Demurrage Charges'.
- ❖ **Revised Free time for loading and unloading:**

Type of Wagons	Permissible free time in Hours and Minutes			
	Mechanized		Manual	
	Loading	Unloading	Loading	Unloading
Open wagons like: BOXN, BOX, BOY, BOI, BOST, BOXNHA, BOXNHS, NBOY etc.	5.00	7.00	9.00	9.00
Hoper Wagons like : BOBS, NBOBS, BOBR, NOBOBR, BOBY, NBOBY etc.	5.00	2.30	N.A.	N.A.
Flat Wagons like : BFR, BRH, BRN, BFK, BFKI, BFNS, CONCORD rakes etc.	6.00	N.A.	8.00	8.00

Type of Wagons	Permissible free time in Hours and Minutes			
	Mechanized		Manual	
	Loading	Unloading	Loading	Unloading
Covered Wagons like : BCN, BCNA, BCNHS, BCNAHS, BCX, BCXN etc.	N.A.	N.A.	5.00 (1-15 wgn) 7.00 (16-25 wgn) 9.00 (26 & more)	5.00 (1-15 wgn) 7.00 (16-25 wgn) 9.00 (26 & more)
Tank Wagons (White Oil)	6.00	6.00 (upto 29 wgn) 8.00 (30 & more wgn)	N.A.	N.A.
Tank Wagons (Black Oil)	7.00	6.00 (upto 29 wgn) 8.00 (30 & more wgn)	N.A.	N.A.
Military Wagons – KM	N.A.	N.A.	4.00	4.00
Military Wagons other than KM like DBKM	N.A.	N.A.	5.00 (upto 20 wgn) 7.00 (21 & more wgn)	5.00 (upto 20 wgn) 7.00 (21 & more wgn)
Type of Commodity				
Container*	3.00	3.00	N.A.	N.A.
Crane	7.00	8.00	N.A.	N.A.
Cattle	N.A.	N.A.	4.00	4.00

Note:

- Loading with pay loaders is a type of mechanized loading.
- N.A. means not applicable.
- Permissible free time in case of double operation of container i.e. Unloading followed by loading in the same wagon shall be 5.00 hours.
- Permissible free time in case of mechanized loading of hopper wagons through in – motion – Loading shall be 2 hours and 30 minutes.
- These instructions will be effective from 15.03.2005.

As and when new types of wagons are introduced free time shown in the above table shall automatically apply depending on the type.

Board desires if Zonal Railways feel that the free time for wagons should be less than the free time prescribed above the may reduce it further with the personal approval of CCM & COM.

Additional Free Time :

The additional free time given for placement/removal of rakes for extra shunting should be limited to a maximum of 1 hour where length of siding upto 10 km. and 1 hour and 30 minute for siding having beyond 10 km.

Concept of additional free time will apply to sidings where exchange yards or interchange point exist.

This is not applicable for sidings that charge freight on 'through distance' basis.

Entire group of wagons shall be treated as one unit for the purpose of levying Demurrage Charge ie. even if one wagon out of a group is detained beyond permissible free time Demurrage charge will be levied on all wagons in that group.

Board's desires the Zonal Railway should make efforts through dialogue with Rail users to develop the infrastructure for efficient handling of wagons to reduce terminal detention and improve wagon availability.

Demurrage Charge on wagons placed for loading, but not loaded by the consignor:

In case wagons are placed against indent, but not loaded by the consignor, the demurrage will be levied for the entire period from the time the wagon is placed and upto the time of receipt of written intimation of cancellation of indent. No free time should be allowed.

Demurrage Charge Free Time for wagons rebooked at rebooking station:

No. C 200/I/Vol. V of 04/12/1984 & Sr. DCM/PGT No. J/C 200/P/Vol. 15 of 15/12/84)

In respect of wagonload consignments, which are required to be rebooked, demurrage should be levied in the normal way, after the expiry of the prescribed free time allowed to such wagons from the time of placement for release at the destination.

WHARFAGE

Wharfage means the charge levied on goods for not removing them from the railway after the expiry of the free time for such removal.

- ❖ It is levied for non-removal of goods from the Railway premises within the allowed free time for such removal.
- ❖ It is charged based on the actual weight or measurement weight of the consignment on which the freight charges are levied in case of Parcel traffic. (Ref. C 200/P/Vol. X dt. 20/03/2000)
- ❖ In case of Goods traffic, it is charged on the actual weight if known, or on the chargeable weight if actual weight is not known.
- ❖ Dies-Non :
 - For calculation of free time and collection of Wharfage charge, Independence day, Republic day and Sundays are not taken into account. These are called "Dies-non" days.

- "Dies-non" days are not reckoned in calculating free time and for charging Wharfage for animals, birds including live poultry and perishables.
- At stations where the Railways permit booking and delivery of goods/parcels on Sundays also, they shall be accounted in calculating the WFT/Wharfage.
- ❖ For charging Wharfage, stations are grouped into 3 groups and notified by the Zonal Railway for the parcel traffic.
- ❖ The stations are grouped based on the volume of traffic dealt in relation to the storage accommodation available. E.G. Group-I applies to larger stations dealing with sizeable parcel traffic, Group-II to medium sized stations & Group-III to roadside stations.
- ❖ Separate rates of Wharfage are notified for each group of station and for Parcel & Goods traffic.
- ❖ Any fraction of Wharfage charge will be rounded off to the next rupee.
- ❖ Rates of Wharfage charge:

Parcel Traffic:

For all descriptions	Per 50 kgs. or part thereof Per day or part thereof (In Rs.)			
	Group – I		Group – II	Group - III
	Covered Shed	Open Shed		
First Day	0.70	0.50	0.40	0.20
Second Day	1.00	0.75	0.50	0.30
Third Day onwards	1.50	1.00	0.70	0.40

Note: The term covered shed is defined as shed with high level platform under roof with or without side walls. Other areas for loading, unloading stacking of goods not fulfilling the above criteria shall be treated as 'Open space'.

Goods Traffic:

The rates of Wharfage Charge per quintal or part of a quintal per day or part of day on expiry of 'Free Time' for removal of goods from Railway Premises shall be as under:

Day	Covered shed & Open Space (In Rs.)
1st day	Nil
2nd day	2
3rd day	3
4th day	4
5th day	5
6th day	6
7th day onwards	7

Permissible Wharfage Free Time:

Circumstances	Permissible Free Time
Goods after unloading available for delivery on the day of unloading	12 working hours
Goods after unloading available for delivery on the following day	12 working hours or till the closure of Goods shed on the day following unloading

The term 1st day referred to above is defined as the day on which goods are available for delivery (the day of unloading or the following day of unloading).

Subsequent days i.e. 2nd day, 3rd day etc. should be counted with reference to the first day.

It has been decided to do away with the system of levy of higher rate of Wharfage Charges.

STACKING CHARGES :

Stacking of goods has been permitted at selected goods sheds without payment of stacking charges upto period of 10 days in advance of loading without causing any hold-up other traffic, after a review of traffic pattern.

Stacking charges will be leviable beyond the permissible period of 10 days at the same rates prescribed as Wharfage charges.

First day in case of stacking charges is the day of which the permissible stacking period expires i.e. 10th day of stacking will be the 1st day. Subsequent days should be counted with reference to the 1st day defined.

The rates WC stacking charges prescribed above shall uniformly to all commodities and to all stations, goods sheds and public sidings.

These instructions will be effective from 20.02.2005.

[Ref : ARN for RA No. 2/2005 (Goods No. 6/05 dated 04.02.05 & 16/05 dated 25.02.05)]

No. C. 515/IV/Vol. V dt. 25/05/2000 : (Ref: RA 5 of 2000)

Stacking of all commodities in Railway premises at nominated stations without payment of Wharfage charges is permitted to a period of 10 days in advance of loading, provided such stacking should not cause hold up of other traffic.

\$\$ (C. 200/P/Vol. X dt. 07/12/2000) Working hours relate to hours for loading/unloading including removal of consignments and allied activities.

Business hours of the goods shed are prescribed mainly for the monetary transactions.

e.g. **Working hours & Business hours** of a goods shed is from 06.00 to 20.00 hrs.

A consignment is unloaded at 20.00 hrs. The Wharfage free time is from 06.00 hrs. to 18.00 hrs. on the following day.

Working hours is from 06.00 hrs. to 22.00 hrs. and **Business hrs.** is from 10.00 hrs. to 18.00 hrs.

A consignment is unloaded at 20.00 hrs. on 14/09/2000 and available for delivery at 10.00 hrs. on 15/09/2000. Hence Wharfage Charge free time is given from 10.00 hrs. to 22.00 hrs. on 15/09/2000.

If working hours is from 06.00 to 21.00 hrs. the Wharfage charge free time is upto 21.00 hrs.

If 15/09/2000 is a Sunday (i.e. Dies-non day) the Wharfage Charge free time will be calculated from 10.00 hrs. on 16.09.2000.

Clarifications on charging of goods Wharfage charges (C.200/P/Vol. X dt. 19/04/2001): Ref: RA 4 of 2001

Situation	Queries	Board's Clarification
<u>Common for both case Nos. I & II:</u> Working Hours of Goods Shed is from 07.00 hrs. to 22.00 hrs. Business hrs. is from 08.00 hrs. to 20.00 hrs.	Whether balance free time of 4 hours (i.e. 12 hours – 8 hours = 4 hours) shall be available on 06/12/2000.	Yes
	If so from when it will be counted on 06/12/2000 i.e. from 07.00 hrs. (beginning of working hrs.) or from 08.00 hrs. (beginning of business hrs.)	It will be counted from 07.00 hrs. (i.e. beginning of working hours) However removal shall be allowed only if the party has cleared all Railway dues.
<u>Case No. I</u> Goods available for delivery at 14.00 hrs. on 05/12/2000 Free time on 05/12/2000 is from 14.00 hrs. to 22.00 hrs. i.e. 8 hrs.	Whether Wharfage shall be leviable for detention beyond free time treating 06/12/2000 as "Second Day."	Wharfage shall be leviable for detention beyond free time on 06/12/2000 at the rate applicable to "Second Day."
<u>Case No. II</u> Goods available for delivery at 08.00 hrs. on 18/01/2001. Free time on 18/01/2001 is from 08.00 hrs. to 20.00 hrs. i.e. 12 hours.	Whether Wharfage shall be levied on 18/01/2001 for non-removal beyond free time i.e. 20.00 hrs. as the rate for the first day is "Zero" In such case, free time for Wharfage shall be more than 12 hours.	Wharfage shall be leviable on 18/01/2001 for non-removal of goods beyond completion of free time i.e. 20.00 hrs. at the rate applicable to 1st day i.e. Zero. Wharfage shall be shown as Re. Zero in all the relevant columns. In case the goods is removed on 19/01/2001, Wharfage shall be leviable as applicable for 2nd day.

Parcel Traffic (Outward) :

Parcels brought to the Railway premises for dispatch but not consigned or removed upto closing time of the day will be charged Wharfage.

Parcel Traffic (Inward) :

48 hours from the mid-night of the day on which the parcel is made available for delivery. Parcel is considered as made available for delivery as soon as it is unloaded. Unconnected consignments will be treated as made available for delivery from the date on which they are duly connected.

Luggage Traffic :

The same free time as applicable for parcels plus journey time/break journey time of passenger, if any.

Vehicles :

- Wharfage Free time - 24 hours from the time of unloading
- Charges - 2 wheelers = Rs. 10 per day or part thereof
3/4 wheelers = Rs. 25 per day or part thereof

If vehicles are booked as luggage, Wharfage free time as for luggage traffic is allowed and the charges are also levied as for luggage traffic. (Ref: C.200/P/Vol. V dt. 05/03/1977 LRA – 4 of 1977)

Note: Dies-non days will not be reckoned in charging Wharfage in case of vehicles.

Animals / Birds :

- Free time - 5 hours from the time of unloading
- Charges - Animals = 40 paise per animal per hour or part thereof
- Birds in baskets/cages = 25 paise per 25 cdm or part per hour or part thereof
- Birds in loose = 25 paise per head per hour or part thereof

Note: Dies-non days will be reckoned in charging Wharfage in the case of Animals, Poultry, Birds and Perishable goods.

Wharfage charge is leviable on suckling, calves, etc. carried free with their parent animals.

Delayed Consignment (Ref: TC-II/3036/58/Notificaion dt. 28/08/1958 incorporating all amendments issued up to 06/05/1981)

In case of Goods/Parcels reaching the destination after 2 months from the date of booking, a Wharfage free time of 3 days from the date of arrival including that date shall be allowed. The Wharfage charge will be collected at 50% of the charge applicable for the first 10 days and normal charge thereafter.

Parcel/Goods dealt at a station closed for the particular traffic :

If Parcels/Goods are dealt with for operational convenience or for any other reason at a station, which is closed for that particular traffic Wharfage charge applicable for Group – III stations, shall be levied and collected in case of accrual of Wharfage, if any.

UNIT – VIII

COMMON CARRIER LIABILITY

(Sec. 93 of Railway Act, 1989)

- ❖ With effect from 01/01/1962, Railways as "**Common Carrier of goods**" have assumed the Common Carrier Liability, when the following conditions are fulfilled:
 - Packing of goods is sound and
 - The goods are charged at "RR" rate.
- ❖ As a common carrier, the Railways should deliver the goods to the consignee in the same condition as accepted at the time of booking.
- ❖ When the Railways fail to deliver the goods as above, they are liable to pay compensation to the owner for any loss, damage, non-delivery, etc.
- ❖ As per **Section 93** of Railways Act 1989, Railways is responsible for the loss, damage, non-delivery of goods due to any cause **except** when the damage/loss is caused by any of the following reasons:
 - Act of God
 - Act of War
 - Act of Public Enemies
 - Act of omission or negligence by the Consignor/Consignee or their agents
 - Arrest, restraint or seizure by legal process
 - Restriction by Central/State Government
 - Natural deterioration or wastage in bulk or loss in weight due to inherent defect, quality or vide of goods
 - Latent defects
 - Fire, explosion or any other unforeseen risk
- ❖ Even in the above cases, to claim immunity from their liability, Railways have to prove that they have used reasonable foresight and care to prevent the goods from loss, damage, etc.
- ❖ Railways have assumed 'Common Carrier Liability' only when goods are in transit.

Termination of Transit :

- ❖ The transit commences when the Railway Receipt is issued to the owner or when the goods are loaded in the wagon in full by the consignor whenever is earlier.
- ❖ The transit is considered as terminated,

When	On completion of
No demurrage charges incurred	Wharfage free time
Demurrage charges incurred	Demurrage free time
Consignments are not to be unloaded by the Owner (e.g. Parcel & Luggage traffic)	Wharfage free time

- ❖ Railways responsibility as 'Common Carrier' ceases at the time of Termination of Transit.
- ❖ After termination of transit, and upto 7 days, Railways are responsible only as a "Bailee" (A Bailee is an ordinary prudent man who would take care of the goods entrusted to him as his own goods of the same bulk, quantity and value under similar circumstances)
- ❖ The Bailee is not responsible for loss or damage or non-delivery of goods provided he has taken due care of goods as mentioned above.
- ❖ After 7 days from termination of transit, Railway is not responsible for any loss, damage, etc.
- ❖ After termination of transit, railways have no responsibility even that of a bailee in the following cases:
 - Animals
 - Perishables
 - Dangerous goods
 - Goods on which PCEV charges has been paid

Note:

- "Act of God" means natural calamities like flood, earthquake, heavy storm, lightening, etc. i.e., the natural calamities so unexpected that no human foresight or skill could have anticipated it.
- "Act of Public enemies" generally means the act of enemy soldiers during war, but it may also apply to the rebels/extremists fighting against the government under the order of rebel government.
- Inherent vice" means the defect in nature of goods itself. For example, fruits rotting curing transit due to defect in the fruit itself or animals getting injured by attacking each other during transit.
- "Latent defects" means a defect, which is not visible as such, but may cause deterioration of goods during transit.
- ❖ Railway's responsibility on goods booked under "OR Rate" (Sec. 97 of Railways Act 1989):
When goods are booked at "O.R." rate, the Railway is not responsible for any loss or damage to the goods unless the party proves that the loss or damage was due to negligence or misconduct on the part of Railway.
- ❖ Railway's responsibility on goods defectively packed (Sec. 98 of Railways Act 1989):
When goods are either defectively packed or not packed as prescribed by the Railways and as a result of such defective packing or improper packing the goods are liable to damage and such condition has been recorded by the consignor in the forwarding not at the time of booking, the Railways are not responsible for any loss or damage to such goods.
But the Railways will be responsible for loss or damage in such cases, if the party proves negligence or misconduct on the part of Railway.

EXTENT OF MONETARY LIABILITY AND PRESCRIPTION OF PERCENTAGE CHARGE RULES, 1990 (PCEV CHARGES) :

- ❖ The Railways have limited their extent of liability for payment of compensation towards loss or damage of goods vide Section 103 of Railways Act, 1989 as follow:
 - In respect to baggage, up to Rs. 100/- per k.g.
 - In respect to goods other than baggage, up to Rs. 50/- per k.g.
 - In respect to animals as per the limit prescribed under Schdule – I of the above rules:
 - Elephants - Rs. 6000/- per head
 - Horses - Rs. 3000/- per head
 - Horned cattle or Camels - Rs. 800/- per head
 - Dogs, Donkeys, Goats, Pigs, Sheep or other animals or Birds - Rs. 120/- per head
- ❖ If any consignor likes the Railways to accept more liability than the above limits, he should declare the value of his goods in the forwarding note and pay an additional charge called "Percentage Charge on Excess Value".
- ❖ If PCEV charges are paid, the liability of the Railways will be extended to the value declared by the consignor.
- ❖ The Railways liability is determined on the basis of actual weight of goods only, irrespective of the method of charging except in case of animals.
- ❖ PCEV charge must be pre-paid at the time of booking.
- ❖ The goods on which the PCEV charges are collected should be packed in such a manner that they are not likely to be damaged if fairly handled.
- ❖ Packages containing valuable goods should be packed and sealed in such a manner that any tampering could be easily detected. The packages may be sealed with station seal and the sender's private seal.
- ❖ SMs are authorized to accept PCEV for goods of value up to Rs. One Lakh.
- ❖ If the value of goods exceeds Rs. One Lakh, the PCEV be accepted only on permission from Sr. DCM.
- ❖ If PCEV charges are paid, the freight charges must be levied only at RR rate.
- ❖ The PCEV charges should be calculated only on excess value.
- ❖ It is collected subject to a minimum of Rs. 2/- and a maximum of 1% of the excess value.
- ❖ No maximum PCEV charge is prescribed for animal/birds.
- ❖ The consignor must declare the value at the time of booking and pay the PCEV charge, wherever due for Articles of special value listed under Part-I of Schedule – II of the above rule.

❖ Rates of PCEV charge:

- Animals listed in Schedule-I : Re1/- per Rs. 100/- or part thereof per 160 km. or part thereof
(Minimum Rs. 2/- No max. prescribed)

○ Schedule –II (Part- I)

S.No.	Description of Goods	Rate of PCEV charge
1	Gold	13 paise per Rs. 100/- or part thereof per 160 km. or part thereof (Min. Rs. 2/- Max. 1% of Excess Value)
2	Silver	
3	Pearl	
4	Precious Stones	
5	Jewellery	
6	Scooter or Motorcycle	
7	Currency Notes and Coins other than Government treasure	
8	Government stamps and Stamped paper other than Postal stationery and stamps	

○ Schedule – II (Part – II)

Goods other than those specified in Part – I above @ 25 paise per Rs. 100/- or part thereof per 160 km. or part thereof. (Min. Rs. 2/- Max. 1% of Excess Value)

UNIT - IX

SIDINGS

A rail track laid to serve a Government department, a Factory/Mill/ Industry/ Mine, etc. under a special agreement to their premises is called "Siding".

The terms and conditions on which the siding is to be worked will be enumerated in an agreement executed by the siding user with the Railways. The copy of siding agreement is maintained by the SM of the serving station with a copy of the blueprint of the siding.

Kinds of Sidings :

The following kinds of sidings are provided to serve and facilitate major industries for handling inward and outward traffic at their doors, eliminating the haulage of goods between their premises and Railway stations.

- ❖ Assisted Siding
- ❖ Private Siding
- ❖ Military Siding
- ❖ Public Siding
- ❖ Departmental Siding

Assisted Siding & Private Siding :

These sidings are constructed for the use of major industries under the special agreement. There are no differences in the procedures for booking and delivery of goods in these sidings. But in case of Assisted Siding, the cost of sub-grade work is borne by the siding owner and the cost of super-grade work is borne by the Railways. In case of Private Siding, both the costs of sub-grade work and super-grade work are borne by the siding owner.

Sub-grade work consists of "possession of land, raising of mound, construction of bridges and culverts, etc."

Super-grade work consists of "laying of sleepers, rails, providing points and crossings, signaling arrangements, level-crossing gates, etc."

Military Siding :

It is constructed for exclusive use of Defence department. The list of military sidings, the traffic for which they are opened, Siding charges to be collected, etc. are available in the Military tariff.

Public Siding :

It is laid out at a distance from the main goods shed for the use of trading public. In general these sidings are opened for all traffic both inward and outward. These sidings can be used by all consignors/consignees desirous of using the same. The siding charges accrued will be collected locally and accounted under a separate head – "Siding charge" in the goods cashbook.

Departmental Siding :

It is constructed for the exclusive use of Railway departments like, Engineering, Mechanical, Stores, etc.

Procedure for booking and delivery of traffic :

- ❖ The working of siding will be on the basis of the siding agreement executed by the owner and with the Railways.
- ❖ For registration of wagon demands, WDR Fee shall be collected in the form of 'Lump sum Deposit'.
- ❖ In lieu of Traders Wagon Demand Register, only a 'Demand Register' has to be maintained.
- ❖ In the absence of a specific allotment order by Operating department, the siding owner may be permitted to select the destination on day-to-day basis.
- ❖ The siding owner may be allowed to load wagons allotted against a particular indent to another destination, provided it is not restricted or inconvenient to the Railways on particular day.
- ❖ The freight charges will be levied from/to the serving station.
- ❖ To haul the wagons between the serving station and the siding, 'Siding Charges' are levied at notified rates.
- ❖ If separate tally clerk is posted at the siding, he should supervise loading and unloading of goods.
- ❖ Name of the serving station is written within brackets after the name of siding in RR, seal cards, bracket labels, etc.
- ❖ Clear Railway Receipt has to be issued in the siding itself.
- ❖ If separate tally clerk is not posted at the siding, invoicing and book delivery should be done at the serving station.
- ❖ Name of the siding is written within brackets after the name of serving station in RR, Seal cards, bracket labels, etc.
- ❖ 'Said to Contain' Railway Receipt has to be issued at the serving station.
- ❖ Book delivery should be made at the serving station before placing the inward wagons at the siding.
- ❖ Siding Voucher:
 - The Railway engine will haul the wagons to/from the siding and place them at the point of interchange fixed for this purpose.
 - The siding owner will make his own arrangements to shunt the wagons inside the siding.
 - The wagons are deemed to be made over to the siding owner, when they are placed at the point of interchange and the Railways advise the same in writing.

- The wagons are deemed to be returned to the Railway, when they are placed at the point of interchange and the siding owner advises the same in writing.
- The written advice of placement and return of wagons is given in the form of 'Siding Voucher'.
- The siding voucher should be handed over to the siding owner immediately after placement of wagons at the point of interchange.
- ❖ Fixation of Siding Charges:
 - In case of Assisted/Private Sidings, the siding charges are levied on per trip basis.
 - A trip means, movement of one Railway engine from the centre of serving station to the end of siding or up to the point of interchange as the case may be and back for the purpose of placement/removal of one or more loaded/empty wagons.
 - The average trip time is fixed duly conducting shunting trials in the presence of Party's representative and representatives from Commercial, Operating and Accounts departments.
 - The siding charge per trip will be,

$$\frac{\text{Average trip time (in minutes)} \times \text{All India Engine Hour Cost}^*}{60}$$
 - The siding charge per trip is notified for the use of one engine per trip. If more than one engine is used in a trip, siding charges will be levied for the additional locos also.
 - * The All India Engine Hour Cost is fixed by the Railway Board and revised from time to time.
- ❖ Peripheral Yard System:
 - In some major sidings, sufficient yard facilities are provided in the siding, so that direct reception/dispatch of goods trains is possible in the siding itself.
 - In such cases, the goods trains meant for siding will not be dealt at the serving station.
 - And hence the freight will be levied on through distance basis up to the buffer end of the siding or the farthest point of the exchange yard, instead of up to the serving station.
 - No separate siding charge will be levied.
 - Under the system, only trainload traffic is dealt.
- ❖ Responsibility of Railway on goods to be loaded/unloaded at siding: (Section 94 of Railways Act 1989)
 - The Railways are not responsible for any loss, damage, etc. to the goods booked at a siding, until the wagon containing such goods has been placed at the point of interchange and the same has been informed in writing to the Railways.

- o The Railways are not responsible for any loss, damage, etc. to the goods to be delivered at a siding, after the wagon containing such goods has been placed at the point of interchange and the same has been informed in writing to the siding owner.

Levy of Siding charge when more than one engine are used:

(Ref: C.490/P/92/Vol. XVIII – Rate Advice No. 11 of 2000)

Railway Board vide their No. TC-I/99/214/11 Dt. 01/11/2000, have advised that in certain cases, when train engine is used for shunting purposes in the private siding double/multiple locos of incoming trains are also used for such shunting operation although the shunting work can be performed by one locomotive only. For such operation a doubt has been raised whether siding charges should be levied for the number of locomotives used or it should be worked out for one locomotive only.

Board have decided that wherever shunting operations require only one locomotive and Railways make active use of only one locomotive, siding charges should be worked out by including the cost of one loco only. In case loads be hauled by a single loco in the siding and double or multiple engines are required for handling the loads, siding charges will be levied by taking into account double or multiple engines. COM of the Railway should issue necessary instructions in respect of specific sidings.

This instruction will come into force w.e.f. 01/11/2000.

Categorisation of Sidings as per originating earnings :
(Ref. NO. C.490/RBS/Vol. III dt. 04/06/1999)

The sidings are categorised as per originating earnings as follows:

Originating Earnings per annum	Type of Siding
Above Rs. 100 Crores	Platinum Card Holder
Above Rs. 50 Crores but upto Rs. 100 Crores	Gold Card Holder
Above Rs. 25 Crores but upto Rs. 50 Crores	Silver Card Holder

The Zonal Railway should nominate Officers to interact and provide single window attention to these customers, to sort out the problems of the valued customers and improve the rail dispatch. Issues related to maintenance, disputes in respect of staff payments, issues pertaining to technical departments and also to suggest ways and means to reduce the overall siding costs. Inspections and formal meetings with these customers will be held at DRM/ADRM level once in 3 months and at CCM/COM level once in 6 months.

Incentive Scheme for Private Sidings (RATE ADVICE No. 3 of 2003) :

W.E.F. 1.4.2003, an incentive scheme is being introduced for the premier customers of the Railways generating freight earnings more than Rs. 25 crores per annum for the traffic originating from the private siding. Under the incentive scheme 2 per cent rebate would be granted on every Rs. 5 Crores

of net additional freight growth over the preceding financial year. This rebate will be allowed in addition to any other freight concession availed by them. However this incentive scheme will be applicable only to originating freight earnings from commodities placed in Class 135 and above.

UNIT - X

CLAIMS ORGANISATION

Wherever the Railway fails to deliver the consignments to the consignee, in the same condition as accepted at the forwarding station, the owner prefers claim for compensation for loss or damage, etc. to the goods. Hence claim for compensation is a complaint on the working of Railways. Which reveals the dissatisfaction of the customers. While setting the claim for compensation, the Railway has to incur loss in terms of money and also to lose the good will and reputation among the customers.

With a view to settle the claims for compensation expeditiously a separate claims Organisation is functioning in each Zonal Railway under the Chief Claims Officer (CCO), who is assisted by Dy. CCO, SCM (Claim) and ACM (Claims). Claims Inspectors and Claims Tracers at Headquarters level assist them. At the divisional level the Sr. DCM, DCM & ACM of the division in addition to the Commercial Inspectors of the division, deals the subject. Claims Prevention inspections are conducted at regular intervals in the vulnerable areas.

To educate the staff about the importance of claims prevention, the claims organization launches Claims Prevention weeks with various drives like, PLM drive, Avoid rough handling drive, etc. The drives are conducted to stress the importance and for enforcing strict adherence of rules, procedures, etc. so that the incidence of claims may be reduced to the minimum extent.

The PLM drive is conducted for a week to educate the staff about the importance of Packing, Labeling and Marking of goods in preventing claims. During this week special emphasis will be given for Packing, Labeling and Marketing of Parcels/Goods, Likewise, Documentation drive, Riveting drive, etc. will be conducted to give special emphasis on the specified subjects during the week. The Officers of Commercial branch and Commercial Inspectors will conduct inspections at all the stations and report the deficiencies noticed, if any for taking corrective action.

CLAIMS FOR COMPENSATION

❖ CLAIM :

A "Claim is a demand by the rightful claimant for compensation in respect of the goods entrusted to the Railways for carriage from one station to another and that have not reached the destination in condition or not handed over by virtue of non-delivery, partial delivery, damage, etc.

❖ TIME LIMIT :

Claims should be filed within 6 months from the date of booking of goods entrusted to the Railway for carriage under Section 106 of the Railway Act, 1986.

❖ **TO WHICH RAILWAY CLAIM IS TO BE FILED :**

Claims for compensation should be made either to the booking railway, destination railway or the railway in which loss or damage has taken place. However, it is the destination railway, which shall settle the claim. Claim filed in other than the destination railway have to be forwarded to the destination railway.

❖ **AUTHORITY WITH WHOM THE CLAIM HAS TO BE FILED :**

Claim has to be filed with General Manager/Chief Commercial Manager/Chief Claims Officer or at the Goods shed/Parcel office.

❖ **WHO CAN CLAIM :**

Consignee mentioned in the Railway Receipt is the rightful claimant. The endorsed consignee on the Railway Receipt can also make the claim. The consignor can also claim duly producing the authority from the consignee to receive the claim.

❖ **DOCUMENTS TO ACCOMPANY THE CLAIM :**

- Railway Receipt/Parcel Way Bill – Original or copy with name of Forwarding and Destination stations. Name of Consignor and Consignee, Number of RR/PWB, Number of Packages and Description.
- Bill or Sale invoice of goods.
- Letter of Authority in case of claim by consignor.

❖ **SECTION 106 OF RAILWAYS ACT, 1986 – Para (1) & (2) :**

A person shall not be entitled to claim compensation against a railway administration for the loss, destruction, damage, deterioration or non-delivery of goods carried by railway, unless a notice thereof is served by him or on his behalf -

- to the railway administration to which the goods are entrusted for carriage, or
- to the railway administration on whose railway the destination station lies, or the loss, destruction, damage or deterioration occurs.
- within a period of SIX MONTHS from the date of entrustment of the goods.

Any information demanded or enquiry made in writing from or any complaint made in writing to, any of the railway administrations mentioned in sub-section (1) by or on behalf of the person within the said period of SIX MONTH regarding the non-delivery or delayed delivery of the goods with particulars sufficient to identify the goods shall, for the purpose of this section, be deemed to be a notice of claim for compensation.

CLAIMS PREVENTION

Causes for Claims :

The following are the causes for claims in general:

- ❖ **LOSS** - Packages broken or damaged due to defective packing through which the contents leaked out.
- ❖ **DAMAGE** - Due to improper selection of wagons, non-observance of monsoon precautions, not using gunny strips or grease or cement compound in the door crevices, rough handling of packages, etc.
- ❖ **DETERIORATION** - Due to delay in transit especially for perishables.
- ❖ **DESTRUCTION** - Due to Fire, Accidents, cyclone, floods, etc.
- ❖ **NON-DELIVERY** - Due to Mis-despatch, exchange, wrong delivery due to wrong marking/labeling.

MEASURES TO PREVENT CLAIMS FOR COMPENSATION :

Claims for compensation can be minimized by the alert and vigilant staff at the time of Acceptance, Loading, Unloading and Delivery of goods. The following aspects should be strictly adhered to prevent claims for compensation.

❖ **At the time of Acceptance :**

- Accept proper Forwarding Note and ensure all the columns are correctly filled in.
- In case of alterations, ensure attestation by the consignor in full.
- Get necessary remarks in the forwarding not in case of defectively packed goods and for deterioration of the commodity and reproduce the same in the R.R. verbatim.
- Get declaration about willingness to pay PCEV charges, wherever it is optional.
- Physically verify the number of articles, description and weight of goods.
- Check for mis-declaration of goods, if any.
- Advise the consignor to place packing slips inside the packages.
- Advise the consignor to use directive labels such as "This side up", "Handle with care", etc. wherever necessary.
- Ensure correct railway marking and private marking. Obliterate old marks, if any.
- Prepare the Railway Receipt duly following the instructions without any omission.

❖ **At the time of Loading :**

- Select suitable wagons for loading, avoiding wagons due for Periodical Overhauling (POH), marked NWT, etc.
- Use watertight wagons for loading of goods susceptible for damage by wet. Wherever possible get assistance from mechanical staff to make the wagon watertight.
- Insist the supply of CA type of wagon for animals loading and Powder Van for loading of explosives and dangerous goods.
- Use Tarpaulins to cover the goods damageable by wet, but loaded in open wagons on party's request.
- Clean the wagons before loading.
- Remove all old labels from the wagon.
- Avoid Rough handling of packages during loading.
- Ensure even loading and leave 18" space near doorways and 6" space on all sides inside the wagon.
- Avoid overloading of wagons.
- Observe monsoon precautions during and sufficiently in advance of rainy seasons.
- Ensure provision of standard size dunnage bags wherever necessary.
- Provide rivets in all required places and use ove-time keyless locks, wherever necessary.
- Avoid riveting in case of loading of dangerous goods.
- Ensure placing of transit invoice and an additional bracket label inside the wagons.
- Prepare the seal cards and bracket labels in capital letter using blue pencil.
- Ensure correct filling up of all the details in seal cards, bracket labels, Paste on labels, etc.
- Ensure proper seal cards, bracket labels, paste-on labels, pictorial labels etc. are correctly put on.
- In case of transshipment, furnish original wagon particulars in the seal cards and bracket labels of the new wagon.
- Ensure proper loading of goods as per tariff rules. (e.g. Heavy packages should not be loaded over and above the light packages; Liquid drums, tins, etc. should be protected with adequate wedges)
- Issue Vehicle Removal Memo (VRM) to the yard staff without delay with special mention about wagons loaded with animals, dangerous goods, perishables, etc.

❖ **At the time of Unloading :**

- Check the seal cards on arrival and arrange witness of RPF staff wherever necessary.

- Note down the failures to observe monsoon precautions, defects in wagon panels/roof, position of damaged goods in the wagon as found before unloading.
- Get the signature of witnessing staff in the unloading tally book and report shortage, damage and deficiency as per rules.
- Unload the consignments in covered sheds to avoid theft and damage.
- Remove the paste on labels and other labels immediately after unloading.
- Segregate damaged consignment from good ones to avoid further damage.

❖ **At the time of Delivery :**

- Ensure genuineness of RR by verifying the same with the invoice copies (through and transit).
- Ensure that the person claiming delivery is the bonafide owner.
- Ensure book delivery is effected before removal of goods.
- Physically verify the correct removal of goods.
- Take necessary action immediately to trace delayed goods.
- Take necessary action immediately to deliver undelivered goods and go connect unconnected goods.
- Check the on hand goods for their correctness duly maintaining Sunday stock register.

MONSOON PRECAUTIONS

As a large number of claims are preferred due to damage of goods by wet, the following precautions should be taken while dealing with the goods susceptible for damage by wet.

- ❖ Goods should be carefully examined to see that whether they are already in wet condition.
- ❖ If the packages already bear water marks, necessary remarks should be obtained in the forwarding note and to be reproduced in the R.R.
- ❖ Consignments of grains and pulses should be thoroughly examined to see that they are not wet or damp.
- ❖ Any goods having inherent property to observe moisture, necessary remarks should be obtained in the Forwarding note and to be reproduced in the R.R.
- ❖ Commodities susceptible to damage by wet must be loaded in watertight wagons.
- ❖ Due to shortages of wagons, if non-watertight wagons are used, tarpaulins from all sides must protect goods.

- ❖ Bituminised Gunny strips should be provided in the door crevices to stop seepage of rainwater inside the wagon.
- ❖ While loading 18" space must be left near both side doorways.
- ❖ Dunnage bags should be provided as per the rules.
- ❖ While stacking, the goods at the destination are to be stacked in covered shed.
- ❖ If they have to be stacked in open space, wooden sleepers or dement blocks should be spread under the bags to allow free flow of water on the ground.
- ❖ On unloading, if any bags are found in damaged condition by wet, the position of the bags in the wagon as found before unloading should be specifically mentioned in the D.D. message. (Whether near door or in the centre or towards end of the wagon and whether in top/middle/bottom layer) Also necessary certificate should be obtained from JE/Mech. regarding water-tightness or otherwise of the wagon.
- ❖ The covered sheds of Goods/Parcel/Transshipment offices where the consignments are stacked should be repaired with the assistance of engineering department, wherever necessary.
- ❖ The goods received in damaged condition by wed should be segregated immediately from good ones to prevent further deterioration.
- ❖ They should be delivered without any delay by granting open delivery/assessment delivery as per rules.

Withdrawal of Goods :

- ❖ After booking of goods if the consignor wants to withdraw the goods, it is permitted on a written application duly surrendering the Railway Receipt with the SM of the forwarding station.
- ❖ If the sender is also the consignee, withdrawal of goods can be permitted by the SM. Otherwise, necessary permission should be obtained from Sr. DCM.
- ❖ No detention to the wagon should be involved. Also goods should not be dispatched from the booking station.
- ❖ If withdrawal of goods is permitted, necessary D/C and W/C should be collected without allowing any free time, treating the same as goods brought to the premises but not consigned.
- ❖ The acknowledgement of the party should be obtained in the forwarding note, which should be pasted to the record foil of the invoice.
- ❖ If invoice copies are not dispatched to Traffic Accounts office, all the foils of invoice should be cancelled.

- ❖ If invoice copies are already dispatched, through certified overcharge sheet freight outstanding if any will be cleared.
- ❖ A cancellation charge of Rs. 10/- per invoice will be collected.

UNIT - XI

NOT RECEIVED CELL (NR CELL)

Indian railways are losing lot of revenue in paying claims for non-delivery of Goods and parcels. Even though the main aim of our working is safe transport, it is a sad truth that lot of damage and loss occurs due to delay in transit and other reasons.

By non-delivery and damaged delivery we are not only directly losing revenue by way of paying claims, but, more importantly, we are losing the goodwill of the customers and losing traffic which will have far more serious implications.

Even though Indian Railways are working under the same management, due to the fact that it is spread all over the country, communication and tracing of booked consignments is a time consuming and tedious job. In Railway, we have a separate department working for claims prevention and tracing of consignments. Still it was felt that the work of tracking should be done in more organized manner, so that results can be attained quickly and claims can be minimized. Thus the idea to create a separate unit in every level was mooted.

With the above-mentioned ideas in mind, Not Received Cells were formed in 1994. The following is the organizational setup of NR Cell.

- ❖ Railway Board - Works under Adviser, Commercial
- ❖ Zonal Level - One CMI, One CYM
- ❖ Divisional Level - One Commercial Controller, one TNC
- ❖ Station Level - All staff working in the relevant areas

Concept of NR Cell :

Any wagon/parcel lying unconnected at one place should be necessarily overdue at some other place. Similarly, a wagon/parcel overdue at some place should be lying unconnected or lying sick somewhere in our system.

The problem faced so far is that there was no proper machinery to collect this data on real time basis. If the data is collected at one place then tracing and connection of consignments will be easy. With this concept in mind, NR Cell was formed.

Procedure to Trace the not received Goods/Parcels :

At station level, separate registers are maintained for wagon/parcels unconnected and overdue separately for local and foreign traffic.

Whenever a consignee approaches with a Railway receipt, if the consignment is still due, the details of the consignment should be entered in the relevant register. A code number should be given to the entry as follows:

"FROM / RR NO. / TO / DATE OF ENQUIRY"

This code number will be unique for the entry. On a daily basis, all the new entries should be informed to the Divisional NR cell with clear acknowledgement.

NR cell/Division will try to trace the wagon within the Railway by contacting the NR cells of other divisions and also HQ NR cell. If it is local traffic, the responsibility of tracing lies with the Divisional NR cell. In case of foreign traffic, if the wagon is not traced in the Local railway, the HQ NR cell will be responsible for tracing the same.

Similar procedure is adopted for back tracing the unconnected consignments also. The Division NR cell should maintain a list of unconnected consignments lying in their division, and they should make persistent efforts to connect the same by having close contact with other NR cells, CCO office & regular customers like SAIL, FCI, etc.

Whenever any consignment is located, the information should be given to the destination station for the information of the consignee, who will be anxious to know the fate of his consignment. It should always be borne in mind that the main aim of NR cell is not only to reduce claims, but also to serve out customers better. It is like **AFTER SALE SERVICE**. Any information given about the consignment will make the customer feel that he is being cared for.

Some of the main duties of the station staff are:

- ❖ Make proper entries in the registers on enquiry.
- ❖ Ensure that consignment is still due before making the entry.
- ❖ Put correct code number for the consignment.
- ❖ Write the code number in the back of RR to avoid double entry.
- ❖ Give all the relevant information about the consignment.
- ❖ Inform the consignee politely about 'action being taken' to trace his consignment.
- ❖ Whenever the consignment is received, immediately inform the Divisional NR cell to avoid further tracing.

UNIT - XII

FREIGHT MARKETING IN RAILWAYS

Indian Railways are facing a very stiff competition from road sector and their share of total freight traffic is reduced to a meager 40% of the country's overall freight movement. The major causes for diversion of freight traffic are as follows:

- ❖ Delay in transit
- ❖ Too much of documentation
- ❖ Too many formalities
- ❖ Rigid rules
- ❖ Absence of door-to-door service

Hence the need for a marketing organization was felt in the Railways and the same was set up at various levels, with the following objectives:

- ❖ To redeem the traffic lost
- ❖ To retain the existing traffic
- ❖ To attract new traffic

At Board's level, the Marketing and Sales organization is headed by an Executive Director (Freight Marketing) under the Member (Traffic). And in the Zonal level the organization is headed by a Chief Commercial Manager (Freight Marketing) under the CCM. At Divisional level, the Sr. DCMs are the marketing managers of the Railways and at Station level, the frontline supervisors in the Parcel/Goods offices are executing their role in marketing activities.

The Marketing organization of Railways has taken various measure to improve the freight traffic by introducing various schemes to overcome the bottlenecks faced by the customers in the freight segment. Some of them are mentioned below with their special features:

FREIGHT FORWARDED SERVICE (FFS) :

- ❖ Applicable to rail side warehouses and notified goods shed.
- ❖ Lead should be more than 700 km.
- ❖ Wagons: Lean Season: both covered & open. Busy Season: only covered.
- ❖ Point to point service.
- ❖ Loading & Unloading by Cargo aggregators.
- ❖ Aggregators should apply with "from & to" terminals and "nominated days of operation".
- ❖ Should be a full rake handling terminal.

- ❖ Indents for block rake.
- ❖ Can be loaded with single or multiple commodities.
- ❖ Not more than 10 wagons in a rake loaded with same commodity.
- ❖ Not more than 10 wagons in a rake loaded with multiple commodities.
- ❖ Freight will be charged for permissible CC of each wagon at composite rate.
- ❖ Only prepaid traffic at O.R.
- ❖ Said to contain RR under "Self".
- ❖ 48 hours for stacking at originating and 24 hours for removal at destination.
- ❖ Should not load contraband, dangerous and prohibited articles.
- ❖ Charging : Lean period class 100/Busy period class 130.

FFS in traditional empty flow direction :

- ❖ All rail side warehouses, good shed notified by admn.
- ❖ Lead should not be more than 700 km.
- ❖ Only for covered wagons.
- ❖ Available during both seasons.
- ❖ Point-to-point basis.
- ❖ Loading and Unloading by cargo aggregator.
- ❖ & D – Full/half rake terminal.
- ❖ Minimum 20 covered wagons.
- ❖ Nominated day traffic.
- ❖ Single or multiple commodities can be loaded.
- ❖ Not more than 5 wagons can be loaded with same/multiple commodity.
- ❖ Full block rake will be supplied.
- ❖ Freight charges : Actual number of wagons loaded with min. 20 wagons in PCC.
- ❖ 'Pre-paid' traffic only on O.R.
- ❖ Said to contain RR on self.
- ❖ Charging : Lean LR 2 / Busy : 100.

CONTAINER SERVICE :

- ❖ It is a combined railroad transport system.
- ❖ It provides door-to-door service.
- ❖ The container can be fitted with tractor-trailers and flat wagons.
- ❖ On demand, the container is taken to the doors of the sender.
- ❖ The owner shall load the container in his premises.
- ❖ Packing and marking of goods is not insisted in this service.

- ❖ After loading, the container is booked and brought to station.
- ❖ At station, the loaded container is mounted on flat wagons using crane.
- ❖ The loaded flat wagons are dispatched by fast moving goods trains.
- ❖ At the destination, the container is unloaded and mounted on tractor-trailers and taken to the doors of the consignee and delivered.
- ❖ Now, container service is dealt under a separate corporation called "Container Corporation (CONCOR)".
- ❖ Advantages of Container service:
 - Door-to-door service
 - Safe transport
 - Quick transport
 - Saving in packing cost
 - Guaranteed acceptance and delivery
 - Service free from operation restrictions
 - Free from damage, shortage and pilferage and hence no claims

BOOKING OF MOTOR CAR TRAFFIC :

Motor cars may be accepted for booking by coaching and goods trains. They are loaded in special vehicles viz., "Motor vans" or "Carriage Trucks" or "Newly Modified Goods vehicles (NMG)".

- ❖ Atleast 48 hours notice should be given to the SM of the booking station.
- ❖ To indent for motor van or carriage truck, normal procedure for indenting of wagons should followed duly collecting the WDR fee.
- ❖ If party insists on supply of motor van against the available carriage truck, he should pay an empty haulage charge at the rate of Rs. 3/- per km. per motor van.
- ❖ The haulage charge must be paid before commencing loading in the motor van.
- ❖ Motorcars, Motor chassis, Motor Lorries, Motor lorry bodies, Motor omni buses, Motor omni bus bodies, etc. are treated as motorcars for the purpose of booking.
- ❖ Motorcar loaded in 4/6 wheeled or bogie vehicles and dispatched by coaching trains will be charged at the rates notified in IRCA Coaching Tariff Part – IV.
- ❖ Motorcars will be charged under "Class rate LR4" when dispatched by goods trains. The standardized CC of all types of wagons including NMG and BCCN will be 58.8t.
- ❖ Spare parts of motorcar and personal effects of the consignee if any loaded in the same van will be charged and booked separately at R, P or S scales.
- ❖ Loading precautions:

- The flow of Petrol to the carburetor should be cut off
- The tank should be in a sound condition and should be closed by a well fitting cap
- The carburetor should be exhausted by running the engine in open air
- The consignor has to declare in the Forwarding note the above conditions are fulfilled
- ❖ The Railways are not responsible for detachable fittings such as rubber mats, spare tyres, tools, etc. unless they are separately packed in cases and entered in the R.R.
- ❖ The owner must do loading and unloading.
- ❖ If motorcar is dispatched in an open wagon, an escort may travel in the same wagon on payment of II – Ordinary Fare.
- ❖ If no escort is travelling, the doors of car must be unlocked to aid easy handling.
- ❖ An indemnity note should be executed by the consignee to absolve the Railways from the responsibility for loss or injury to the escort.
- ❖ After completion of loading necessary certificate should be obtained from JE/Mechanical for the correct loading in the carriage truck.

OWN YOUR WAGON SCHEME :

- ❖ Private ownership of wagons are permitted under three categories, (Category – A, Category – B & Category – C)
- ❖ Any number of wagons can be procured by the Private owner subject to a minimum of one rake. Also 4% additional wagons will have to be provided as maintenance spare by the owner.
- ❖ Pattern of Movement of wagons procured under "QYW" scheme:
These wagons may be operated,
 - Within closed circuit (determined mutually considering the operational feasibility)
 - From a specific originating station to cluster of destinations
 - From a cluster of stations to a specific destination
 - by merging in the general pool of wagons of Indian Railways to operate.
- ❖ Category – A wagons (Pure Lease) :
 - Benefits:
 - Annual lease charges are paid by Indian Railways on quarterly basis in advance at the rate of 16% per annum on the current cost of similar type of wagons of Indian Railways for the first 10 years period & 1% annual lease charge will be payable for the next 10 years.
 - After 20 years the condition of the wagon to be examined by the Railways to decide further retention of the wagon in service.

- ❖ Category – B wagons (Lease-cum-Guaranteed Clearance with General Service Wagons):
 - Benefits:
 - In addition to the lease charges payable for Category – A wagons, clearance of a mutually agreed tonnage of the specified commodity during a specified period will also guaranteed.
 - Freight would be charged at normal tariff rate
 - The guarantee will be subject to the following conditions:
 - ✓ Rationalization Scheme
 - ✓ Condition of booking of goods traffic
 - ✓ Central/State Govt. bans and restrictions
 - ✓ Natural calamities like breaches, flood, etc. in which Railways have no control
 - ✓ Provisions of the Railways Act
- ❖ Category – C wagons (Guaranteed clearance with Special wagons):
 - Benefits:
 - Lease charges will not be payable to the owners of special wagons moving in dedicated circuits and involving empty running in one direction.
 - A lump sum freight rate would be quoted for the dedicated movement.
- ❖ Maintenance of Wagons:
 - In case of Category – 'A' & 'B' wagons, no maintenance charges are levied and the Railways will maintain the wagons.
 - In case of Category – 'C' wagons, on collection of charges on a case-to-case basis, Railways will do the maintenance of wagons.

IDENTIFICATION OF WAGONS PURCHASED UNDER "QYW" SCHEME :

- ❖ All 4-wheeler LPG wagons presently in use are JOINTLY OWNED WAGONS. (i.e., Ownership is shared by Railway and an Oil company)
- ❖ All privately owned wagons are clearly marked to indicate firm's name and it's logo/emblem.
- ❖ Wagons procured under Category – 'A' & 'B' are marked to indicate "On lease to IR by (name of the company)"
- ❖ Wagon procured under Category – 'C' are marked as "Category – C under QYWS"
- ❖

