

## **WAGON DEMAND REGISTRATION FEE**

### ***Registration:***

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

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

4. W.D.R.F. may be collected in cash/DD or through e-payment in case of e-RD.
5. A separate money receipt in two portions will be issued with following particulars; name of the consignor, priority number, date of registration, station to, commodity, name of the person who is authorized to take refund, type of wagon indented.
6. After collecting the W.D.R.F., the indents are registered in priority registers maintained separately for wagon loads and train loads for each series and signature of the party is obtained.
7. Any number of indents can be accepted, except to quota points, where individual railways impose restrictions.
8. No indent should be accepted for destination which has been restricted “Until further advice”
9. Clubbing of commodities is permitted up to a maximum of 2 in a wagon.
10. A maximum of 12 RRs can be issued per wagon.
11. Rs.300/- extra is collected for issue of every additional railway receipt issued per wagon.
12. These registers are kept open to public for inspection.

### ***Exemptions from payment of WDRF:***

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

### ***Forfeiture of wagon demand registration fee:***

Wagon demand registration fee is forfeited under the following circumstances

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

### ***Refund of wagon demand registration fee:***

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

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

### ***Note:***

1. On surrender of money receipt, refund is granted.
2. If money receipt is lost, refund can be granted on execution of a stamped Indemnity Bond.
3. The amount can be adjusted towards the freight charges in case of paid traffic.

### ***Change / Cancellation of Indents under special conditions:***

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

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

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

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

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

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

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

### ***Change of Commodity:***

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

### ***Supply of wagons or allotment of wagons:***

1. Each demand of wagon registration is given a serial number in the order of priority.
2. Separate priority registers should be maintained for wagonload traffic and trainload traffic.
3. Allotment / loading orders are issued in accordance with the priority of registration as per preferential traffic order.
4. Stations should load wagons in accordance with the allotment / loading orders from the appropriate authority i.e. Sr.DOM.
5. The loading order given is called as Specific Loading Order (SLO).
6. At some stations, station masters are authorized to give loading orders in case of inward released wagons, which is called as 'back loading'.
7. The allotment or loading orders should be exhibited on the notice board of the station for the information of the public.

8. Before allotment of wagons, the registers of bans and restrictions should be verified to see whether the commodity is banned from booking or a particular route is closed for traffic.
9. All wagons allotted and supplied should be certified by TXR (Train Examination) staff.
10. If TXR Staff is not available the wagons are jointly selected by the consignor and the station master after physical check.
11. Non-water tight wagons should not be supplied for goods damageable by wet.

***Wagon transfer register:***

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

***Lumpsum deposit:***

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

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)**

No.2017/TT-III/1/1.

New Delhi, dated: 11.03.2019

**The General Managers (Operating)**

Central Railway, Mumbai  
Eastern Railway, Kolkata  
East Central Railway Hazipur  
East Coast Railway, Bhubaneswar  
Northern Railway, New Delhi  
North Eastern Railway, Gorakhpur  
Northeast Frontier Railway, Guwahati  
North Central Railway, Allahabad  
North Western Railway, Jaipur

Southern Railway, Chennai  
South Central Railway, Secunderabad  
South Eastern Railway, Kolkata  
South East Central Railway, Bilaspur  
South Western Railway, Hubli  
Western Railway, Mumbai  
West Central Railway, Jabalpur

Director Rail Movement, Eastern Railway House,  
17- N.S. Marg, Fairly place, Kolkata.

Mil Rail, Room No.542, D-1 Wing, Sena Bhawan, New Delhi

**Sub: Preferential Traffic Order GO No.93**

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Preferential Traffic Order GO No.92 along with amendments, now read as **Preferential Traffic Order GO No.93** will come into force for one year with effect from 1<sup>st</sup> April, 2019 unless cancelled earlier. A copy of the same is enclosed herewith for necessary action.

  
( H.S. Bajwa )  
Executive Director (Coal),  
Railway Board

DA: As above

Copy forwarded for information to:

1. Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi.
2. The Managing Director, Food Corporation of India, 16-20 Barakhamba Lane, New Delhi.

Copy to: AM(T), AM(C), PED/TT(M), EDTC(R), ED(FM), EDTT(S), EDTT(F), ED(Coal), DTT(POL), DTC(R), Railway Board.

.....2/-

**PREFERENTIAL TRAFFIC ORDER**

**GENERAL ORDER NO.93**

**(FOR ALLOTMENT OF WAGONS)**

(IN FORCE FROM 1st April 2019)

WHEREAS, in the opinion of the Central Government, it is necessary in public interest so to do;

NOW, THEREFORE, in exercise of the powers conferred by section 71 of the Railways Act, 1989 the Central Government hereby directs that all Railway Administrations shall give special facilities for or preference to the transport of goods/class of goods at a station/siding as per priority/preference mentioned in the order.

**1. PRIORITY 'A'**

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

**2. PRIORITY 'B'**

- 2.1 Goods for emergency relief work for victims of natural calamities, like floods, drought, earth-quake etc. when sponsored by an officer not below the rank of Deputy Secretary of Central/State Government or a non-official organization nominated by the Central/State Government and accepted by the originating Zonal Railway or Railway Board.
- 2.2 Foodgrains and levy sugar for Public Distribution System or other welfare schemes sponsored by Food Corporation of India/State Government or their Agencies as per the list in Annexure-1 and approved by Zonal Railways/Railway Board. Proposals for sponsorship of any other commodity by a Central Government Agency will require specific approval of Railway Board.

**3. PRIORITY 'C'**

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

COMMODITY	SPONSORING AUTHORITY	ACCEPTING AUTHORITY
Coal and coke, including all variants (except Pet Coke), coal rejects and coal fines when loaded from a colliery siding (including siding serving a captive coal block), Washery siding, Steel Plant siding, Coke Oven Plant siding, siding serving a Port.	1. Public Sector coal companies and co-users of sidings of public sector coal companies for which a contractual agreement has been entered into with a consumer. 2. Private coal companies mining captive blocks, Washery operators and co-users of the Washery sidings, Steel Plants, Coke Oven Plants, CP & RP coke plants.	Executive Director Rail Movement, or in his absence Director/Jt. Director, Rail Movement, Kolkata for ER, ECR, SER, SECR and ECoR.  For other Railways, COM/CFTM of respective Zones.

	<p>3. For imported coal, consignors or their representatives or coal importers.</p> <p>4. For indigenous coal moved through rail-cum-sea-cum-rail route: consumers or their representatives, for the last leg of movement from the port.</p>	
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- i) The above instructions would also be applicable to loading from pre-August 2008 goods sheds opened for outward booking of coal.
  - ii) The sponsoring would be subject to Railway rules and regulations, including Logistics plan for imported coal.
  - iii) Inter se priority for movement to various classes of consumers will be laid down from time to time by Railway Administration and may be altered/modified as and when necessary. Within the same class of category of consumers, priority for movement may be fixed/altered from time to time depending upon the operational and other considerations.
  - iv) Programmes for transportation of coal from the sidings of WCL located in SECR territory would be approved by COM/CFTM , Central Railway.
- 3.1(b) Programmed traffic other than Coal when sponsored and accepted by authorities as under:

COMMODITY	SPONSORING AUTHORITY	ACCEPTING AUTHORITY
<p>(i) Non-refined Edible Salt</p> <p>(ii) Common Salt (to approved iodization plants)</p>	Salt Commissioner	Zonal Railways
Raw Material to Steel Plants	Steel producers who satisfy specified criteria	<ul style="list-style-type: none"> <li>Executive Director Rail Movement, or in his absence Director/Jt. Director, Rail Movement, Kolkata for plants located in ER, ECR, SER, SECR, ECoR.</li> <li>(Executive Director Rail Movement, or in his absence Director/Jt. Director, Rail Movement, Kolkata shall issue the programme for movement of raw material to Steel plants located in the above five zones irrespective of the source of the raw material).</li> </ul>



		<ul style="list-style-type: none"> <li>For plants located in other Railways, acceptance of programme will be done by Executive Director Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata if raw material is to be loaded from ER, ECR, SER, SECR or ECoR.</li> <li>For all others by COM/CFTM of the loading Railways in consultation with the COM/CFTM of the Railway where the plant is located.</li> </ul>
Fertilizer	Concerned fertilizer Manufacturers/importers	Zonal Railways
POL	Oil companies	Railway Board

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

#### 4. PRIORITY 'D'

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

#### 5. GENERAL INSTRUCTIONS

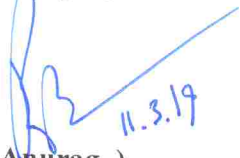
- 5.1 Traffic offered in block rakes, including clubbed indents constituting a block rake will be given preference over traffic in piecemeal, irrespective of the class of priority and date of registration of the later.
- 5.2 Block rake traffic will have preference over other traffic within the same class of priority in the following order:
  - a. Traffic covered by contractual obligation and/or guaranteed under any specific scheme of IR or in agreement entered into by IR.
  - b. Traffic in rakes loaded from a Siding/Goods Shed of the station having round the clock working.
  - c. Traffic in rakes from a full rake handling siding of the station having mechanized system of Loading.
  - d. Traffic offered for distance of more than 700 Kms within the same classification.
  - e. Traffic offered in single point block rakes (including clubbed single point rakes) over two point/multi point block rakes and mini rakes.



- 5.3 Chief Operations Manager shall notify two days i.e. Wednesday and Saturday in a week for allotment of rakes as per the date of registration, irrespective of the class of priority.
- 5.4 Any traffic can be accorded preferential loading and movement under a higher priority under special orders issued by the Ministry of Railways (Railway Board)/Zonal Railways.

**6. CURRENCY OF THE ORDER**

- 6.1 This Preferential Traffic Order General Order No.93 will come into force w.e.f. 1<sup>st</sup> April, 2019 and unless cancelled earlier will remain in force upto 31st March 2020.

  
( Anurag )  
Addl. Member ( Traffic )  
Railway Board

**Annexure to Preferential Traffic Order G.O.No.93**

S.No.	State/UT	Commodities	Sponsoring Agency
1.	Telangana	Wheat/Rice	Telangana State Civil Supplies Corporation Ltd.
2.	Madhya Pradesh	Wheat/Rice/Maize	M.P. State Civil Supplies Corporation Ltd.
3.	Andhra Pradesh	Wheat/Rice	Andhra Pradesh State Civil Supplies Corporation Ltd.
4.	Odisha	Wheat/Rice	Odisha State Civil Supplies Corporation Ltd.
5.	Tamil Nadu	Wheapt/Rice	Tamil Nadu Civil Supplies Corporation Ltd.
6.	Bihar	Wheat/Rice	Bihar State Food and Civil Supplies Corporation Ltd.

  
( Manoj Kumar Srivastava )  
Executive Director Traffic Trans. (F)  
Railway Board

**GOVERNMENT OF INDIA(BHARAT SARKAR)  
MINISTRY OF RAILWAYS(RAIL MANTRALAYA)  
RAILWAY BOARD**

No.TC-I/2014/104/2

New Delhi, dt. 23.09.2014

**General Manager(Comml.)**  
All Zonal Railways

**Sub: Registration of demand for wagons electronically (e-RD) through  
FOIS web portal**

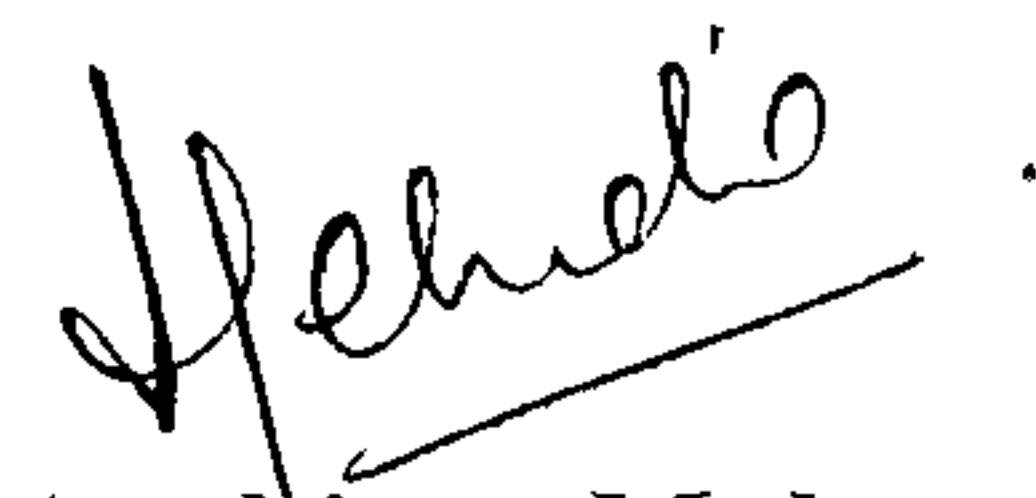
Ref: Board's letters/Circulars under reference:

- (i) No.TC-I/2014/104/2 dt.01.07.2014 (Rates Circular No.21 of 2014)
- (ii) No.TC-I/2014/104/2 dt.22.09.2014 (Corrigendum to Rates Circular No.21 of 2014)

The guidelines regarding registration of demand for wagons electronically (e-RD) through FOIS web portal are stipulated in Board's letters/Rates Circulars as mentioned above. It has been decided to issue a Rates Master Circular on the subject by duly consolidating all guidelines.

Accordingly, the relevant provisions figuring in the above mentioned Board's letters/circulars have been drawn out and consolidated guidelines on the subject matter are enclosed herewith.

This issues with the concurrence of Finance Dte. of Ministry of Railways.



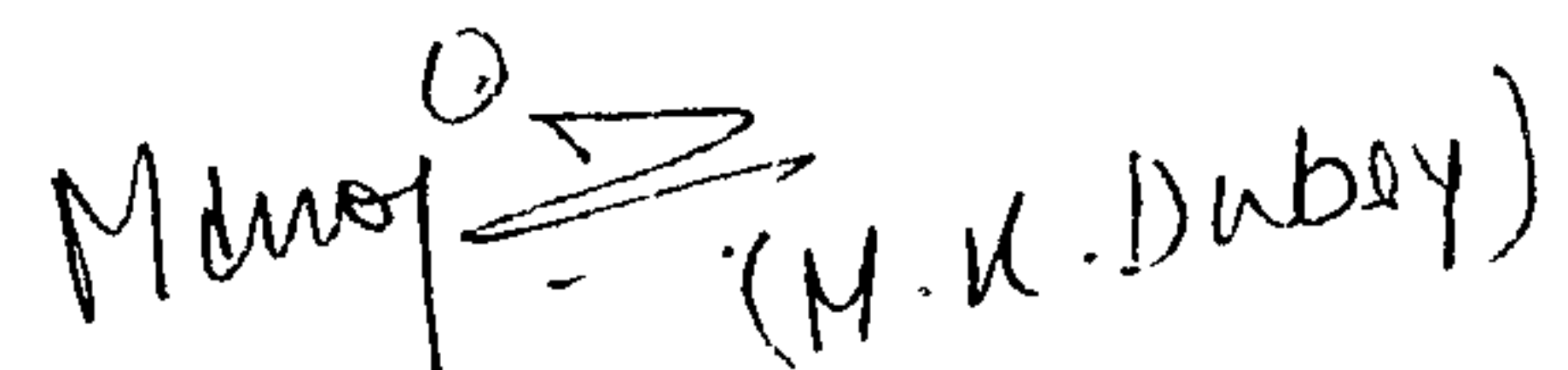
**(Aashima Mehrotra)**  
**Director, Traffic Commercial(Rates)**  
**Railway Board**

No.TC-I/2014/104/2

New Delhi, dt. 23.09.2014

Copy to:

- 1. FA&CAOs, All Zonal Railways & FA&CAO(T)/Northern Railway
- 2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.



**for Financial Commissioner/Railways**

No.TC-I/2014/104/2

New Delhi, dt. 23 .09.2014

Copy for information and necessary action to:

1. Chief Operations Manager, All Zonal Railways
2. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
3. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi-21.
4. Managing Director, KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
5. Director General, National Academy of Indian Railways, Vadodara.
6. General Secy., IRCA, New Delhi.
7. Managing Director, IRCTC, 9<sup>th</sup> floor, Bank of Baroda Building, 16 Parliament Street, New Delhi-110001
8. Director, IRITM, Campus: Hardoi Bye-pass Road, Kanausi, Manaknagar, Lucknow-226011
9. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105.
10. Chief Commissioner of Railway Safety, Lucknow.
11. Executive Director Rail Movement(Railway Board), Eastern Railway House, 17, NS Road, Kolkata-1



(Aashima Mehrotra)  
Director, Traffic Comml.(Rates)  
Railway Board

Copy for information:

**CRB, MT, FC, Railway Board**

AM(C), AM(T), AM(IT), AM(T&C), Adv(F), Adv.(A/c), Adv(FM), Adv(Infra), Adv(Safety), Adv.TT(M), Adv(Vig.), ED(CC), EDTC(R), ED(C&IS), ED(PG), EDPM, ED(T&C), EDTT(M), EDTT(S), EDTT(F), EDFC, EDVT, ED(S&E), ED(Plg), ED(PPP), ED(PP), DTC(G), DTT(POL), DPM, Dir(T&C), DFM, DFC, JD(A), Railway Board

TC(R), TC(CR), F(C), Safety Branches, Railway Board

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*Spedie* *Man*



**Sub: Guidelines regarding registration of demand for wagons electronically (e-Rd) through FOIS web portal**

**1.0 e-RD**

The scheme of e-RD provides a facility to rail users to register demand for wagons electronically through FOIS web portal.

**2.0 Practice**

Customers wishing to transport their goods by rail submit a Forwarding Note to the Goods Clerk with the following particulars filled in viz., (a) Name and address of the Consignor, (b) Name and address of the Consignee(s), (c) Description of commodity, (d) Number of articles, (e) Quantity in tonnes, (f) Number of wagons, (g) Type of wagons, (h) Station from, (i) Station to and, (j) via. The Goods clerk having satisfied himself that the demand can be registered, collects the Wagon Registration Fee (WRF), where applicable, and enters the particulars in the wagon demand/priority register maintained at the station or the goods shed. This requires the customer to physically visit the goods shed which is a tedious and time consuming job.

**3.0 Concept of e-RD**

The tremendous progress in Information and Communication Technology has now made it feasible to introduce registration of demand through web that is expected to make the process of registering demand for wagons simpler, convenient, speedier and transparent. This will be done by enabling on the web an electronic demand note. The electronic demand note is nothing but that part of the forwarding note which is currently used for registration of demand. For availing the facility of registering demand through web, all prospective customers shall be required to register and verify themselves on the e-Demand module of FOIS website as per the procedure laid down in para 5.0 below.

However for those customers not opting for the electronic registration of demand, the existing system of registering of demand for wagons manually at the good-shed/siding will continue, wherein on the presentation of the Forwarding Note in physical form by the customer, the goods clerk will key in the details in the Terminal Management System(TMS) as per current procedure and will collect WRF where applicable. TMS would generate a demand number, forwarding note number, priority number which will be advised to the party by the goods clerk in confirmation of having registered

*J. S. Choudhary*      *MAN*



the demand. It may be noted then that instead of the Goods clerk maintaining a physical priority cum demand register at the goods shed, the same will be now done by the system.

#### **4.0 Attachment of printed copy of acknowledgement with Forwarding Note**

It may be noted that for all cases of web registration of demand, on completion of loading, the customer shall attach with the Forwarding Note, a printed copy of the system generated document received by him in acknowledgement of successful registration of demand. For those not registering their demand through web, the existing system will continue.

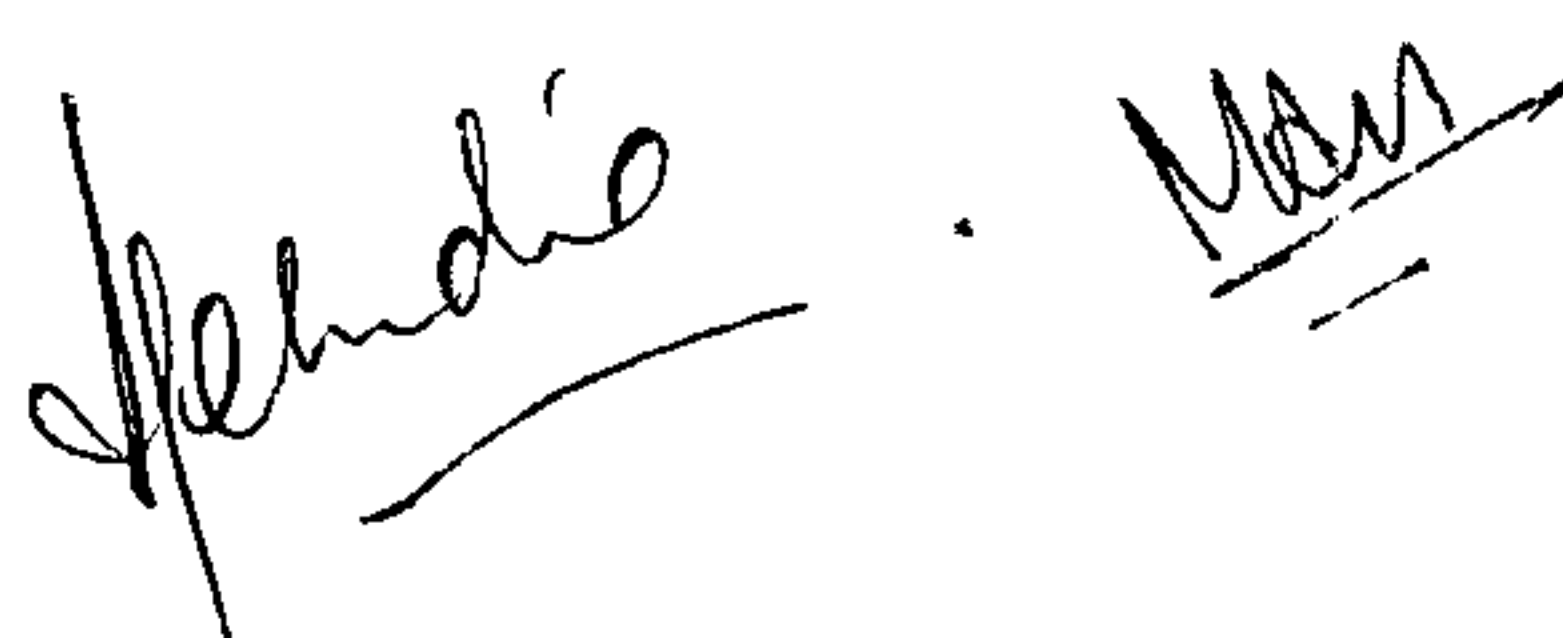
#### **5.0 Registration of Customers availing e-RD facility**

5.1 Customers wishing to avail the facility of electronic demand registration(e-RD) will be required to pre-register themselves on the E-Demand module on the FOIS website ([www.fois.indianrail.gov.in](http://www.fois.indianrail.gov.in)) and get their credentials verified by the Railway administration by presenting the relevant documents in original to the office of the Sr. DCM of any division close to the customer, for final registration.

5.2 **Pre-Registration:** The customer on selecting the e-Demand link on FOIS website, would be directed to the log-in screen, where he has to follow the procedure given below:

- Select the 'new-user' option.
- Fill in the 'registration form' giving name, email id, phone numbers, basic details of representing organisation, TIN number, details of id card, pan card, authorisation letter from the organisation etc.
- Upload these documents on the site and submit the same.
- Will receive an 'activation link', customer registration id and date of registration through email at the email address submitted by him.
- Will also receive a 'six digit verification code' through SMS on the registered mobile number.
- Customer to open his email account and select the link which will redirect him to the "Activate Your Account" webpage of the e-Demand module and enter the verification code (sent on his mobile as SMS) and submit.

The system shall validate the verification code and Customer Registration ID and on validation display a message on the screen requesting the Customer to approach the competent Railway authority for completion of verification process as a step towards customer registration.



- 5.3 **Registration:** Sr. DCM will be the competent authority for conducting the verification of the customer. CRIS will provide Sr.DCMs a user-id and password for undertaking the process of verification of the customers.
- 5.3.1 Customer who has successfully completed pre-registration has to visit the Sr. DCM's Office with all the supporting documents uploaded in original and entered in the registration form, for final verification, within fifteen(15) days of registration.
- 5.3.2 Customer shall also convey the Unique Registration Id and Registration Date to the nominated Railway Officer/Sr.DCM's office which customer has received on his e-Mail / Mobile Number while completing the Pre-Registration process.
- 5.3.3 Sr. DCM after logging into the system shall opt for the User verification menu and input the Registration Id and the date of Registration of the specific new Customer and submit. He then shall be able to verify the details entered / uploaded by the Customer with the Original Documents brought by the Customer for Verification.
- 5.3.4 On physical verification of the documents Sr. DCM shall Confirm/Reject the registration of the customer. In case of Rejection by Sr. DCM's office the customer shall get a message on his email id/mobile no. with a remark that verification not successful for reasons as given by Sr. DCM.
- 5.3.5 After successful verification, the Railway User (Sr.DCM) shall input the applicable commodity type (Coal or Others) and Customer category (Consumer and/or Endorsee) for the Customer.
- 5.3.6 Sr.DCM shall also provide a convenient User ID for the specific Customer (by default the system shall display Customer's given email ID as User ID). After inputting all the above details, the Railway User (Sr.DCM) shall submit the details. The system shall save all the details of the customer as verified.
- 5.3.7 The customer will receive User ID as specified by Sr.DCM through e-mail.
- 5.3.8 The customer shall receive an SMS on his registered mobile number containing User Id and OTP (One Time Password) for first login into the e-Demand system/module.
- 5.3.9 On first log-in, the customer has to mandatorily change his password which would complete the Customer registration and verification process.

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*[Handwritten signature]* *[Handwritten signature]*

**6.0 Procedure for submission and sanction of Sponsored Traffic** is given in **Annexure-1**.

**7.0 Procedure for e-Demand registration**

7.1 Authorized Users shall login to the e-Demand module of FOIS Website with the credentials provided by the system.

- For demand registration against sanctioned program, the User (Consumer/Consignor of the Sanctioned Program) shall select the Sanctioned Program in the Application and register the e-Demand against the same.
- In case of General Customers (non-Sponsored Traffic), the Consignor shall directly register the e-Demands in the System.

7.2 Registration of e-Demand shall be a two-step process:

- Saving the e-Demand Details: After all the details are entered by the User he shall submit the details for saving. In case of non-acceptance of an e-Demand owing to some validation failure, the system shall show a pop-up message to the user mentioning the details of the same. In case all the details of the e-Demand are in order, the system shall save the e-Demand in the system and generate an e-Demand Reference Id and an OTP and send the same to the registered Mobile Number of the Customer for confirmation of e-Demand in the system.
- Confirming the e-Demand using the e-Demand Reference Id and providing the OTP sent to his registered Mobile Number and Payment of WRF where applicable.

7.3 Once the WRF is collected, if due, the e-Demand shall be registered in the System and the Demand Number, Forwarding Note Number and the Priority Class and Number shall be displayed to the User.

7.4 Customer shall receive a PDF-document at his registered email id, which will contain all the details filled in by him as well as the demand number, forwarding note number, priority class and number, and time and date of registration.

**8.0 Procedure on completion of loading**

On completion of loading, the e-demand customer shall attach with the Forwarding Note, a printed and signed copy of the document received by him in

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acknowledgement of successful registration of demand. Unless and until, the document is submitted to the Goods Clerk, RR shall not be prepared for that e-Demand in FOIS Application.

## 9.0 Procedure for collection of Wagon Registration Fee (WRF)

Wagon Registration Fee (WRF) will be charged from the customers as per extant guidelines at the time of registration of demand. The procedure for collection and refund of WRF is given in the table below:

9.1	<b>Collection of WRF in case of customers who have entered into a tripartite agreement with railways and banks for e-payment of freight</b>	
9.1.1	In case of Customers who maintain a lump-sum account with railways	Deduction and refund of WRF will be done as at present
9.1.2	In case of customers who have been exempted from paying WRF	No action is necessary
9.1.3	In case of those customers who neither maintain a lump sum amount nor are exempt from paying WRF and hence pay WRF manually at the station	Zonal railway shall take action to modify the existing tripartite e-payment agreement to cover WRF also so that WRF can be debited and credited from and to customer's e-payment account *
	<p><i>* For this category of customers, CRIS has taken steps, using the existing e-payment of freight gateway, to enable (a) collection, (b) refund and (c) adjusting the WRF in the freight payable so that the issue of refund does not arise. Procedure for verification, reconciliation and accountal of this process will be advised after CRIS has developed the required software module.</i></p> <p>However, till such time that the necessary modifications in the software regarding Refund and Adjustment process are completed, the payment for WRF will be through IRCTC payment gateway as laid down in para 9.2.3 below.</p>	
9.2	<b>Collection of WRF for customers who have not entered into a tripartite agreement with railways and banks for e-payment of freight</b>	
9.2.1	Customers registering demand at the goods shed by physically submitting the forwarding note	WRF to be paid by either cash or Demand draft, Refund of WRF will be done manually as per extant practice
9.2.2	For those customers who maintain a lump-sum deposit at the goods shed	Debiting and crediting the WRF amount from the lump-sum

*Shahid* *Man*

	and wish to register their demand through the FOIS web portal	deposit shall be done as at present **
	**CRIS will provide necessary linking of the lump-sum amount maintained by the customer for enabling registering of demand through web.	
9.2.3	For those customers who wish to register demand through web but do not maintain a lump-sum account	They shall be enabled to pay WRF using the IRCTC payment gateway ***
	***CRIS has developed a module for using IRCTC payment gateway. IRCTC has developed necessary infrastructure to manage the same with the banks and Zonal Railways. The same gateway shall be used for refunding the WRF also.	

9.3 Process for reconciliation of WRF when collected/refunded through IRCTC Payment Gateway is given in **Annexure-2**.

#### 10.0 e-transaction confirmation for collection of WRF

Where WRF is collected via electronic gateway, a e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.

#### 11.0 Collection of freight from non e-payment customers

Freight collection from all those customers, who have not entered into an e-payment agreement, shall continue as is being done currently.

#### 12.0 Traffic for which e-RD will be available

e-RD will be available for traffic originating from one station/siding by a single consignor. It will not be available for traffic originating from more than one station/siding and/or by multiple consignors. e-RD facility will not be available for iron ore and container traffic.

#### 13.0 Intervention of goods shed staff

There shall be no intervention of goods shed staff in case of e-RD.

#### 14.0 Assignment of priority by system

The system shall assign priority number and priority class in all e-RD cases.

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**15.0 Amendment in Goods Tariff**

For introduction of electronic registration of demand, Rule 201 of I.R.C.A. Goods Tariff No.41 Pt. Vol-1, has been modified as under:

<u>Existing rules</u>	<u>Revised rules</u>
“201(1)(a) <b>Registration of demands for wagons</b> – All demands for dispatch of goods in wagon loads/train loads should be entered in the Wagon Demand/Priority Register maintained at the stations of goods sheds open for booking of goods in wagon loads/train loads. The signature of the sender or his representative should be taken in the appropriate column provided in the register after duly filling in all the other columns. The prescribed registration fee will be paid by the sender or his representative at the time of registration of demands for wagons.”	“201(1)(a) <b>Registration of demands for wagons</b> – All demands for dispatch of goods in wagon loads/train loads should be entered in the Wagon Demand/Priority Register maintained at the stations of goods sheds open for booking of goods in wagon loads/train loads. The signature of the sender or his representative should be taken in the appropriate column provided in the register after duly filling in all the other columns. The prescribed registration fee will be paid by the sender or his representative at the time of registration of demands for wagons. After the introduction of electronic registration of demand, the Wagon Demand/Priority Register shall be maintained by the Terminal Management System(TMS). In case of electronic registration of demand(e-RD), an acknowledgement shall be sent to the sender confirming registration of demand offered by him as per the procedure laid down. Where registration of demand is done at goods shed/station by presentation of the Forwarding Note, the sender shall be advised by the demand cum priority number generated by the system by the goods clerk.”
“201(2) A Forwarding Note duly filled in should be tendered by the sender at the time of registration of demand for supply of wagons.”	“201(2) A Forwarding Note duly filled in should be tendered by the sender at the time of registration of demand for supply of wagons. However, after introduction of electronic registration of demand, sender

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	shall fill electronic Demand Note, available through the FOIS web portal for registering demand for supply of wagons. For this purpose, sender should have registered himself as per the guidelines defined from time to time.”
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## 16.0 Amendment in Indian Railway Commercial Manual

For collection of WRF via an electronic gateway, the relevant provisions Indian Railway Commercial Manual(Vol-II) have been amended as under:

- An additional sub-para (e) has been inserted in Para 1408 of Indian Railway Commercial Manual (Vol-II), as under:

“1408(e)- Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.”

- Following line has been inserted at the end of Para 1409(b) of Indian Railway Commercial Manual (Vol-II):

“1409 (b)-:.....Where WRF is refunded or adjusted via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.”

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

## 17.0 Immediate steps to be taken for registration of customers

Zonal Railways shall immediately take steps to register the customers for e-registration of demand. Zonal Railways may seek clarifications and guidance if necessary in the intervening period.

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

- 1.0 For sponsored traffic, the programme would require approval from a designated railway authority. CRIS will design an exclusive web based application in FOIS to enable customers to submit their proposed loading programme electronically to the respective designated railway authority who after examination would give the approval through this interface. However the customer shall continue to submit in physical form all those documents to the approving authority that are needed for giving approval to the programme submitted by them.
- 2.0 Sponsored Traffic: This traffic can be broadly classified into two categories, viz..  
 1) Sponsored traffic for coal-sanctioned by EDRM/Dir. RM Office  
 2) Sponsored traffic for others – which includes Sponsored traffic for coal not sanctioned by EDRM Office and all other commodities, excluding iron-ore and container traffic.
- 3.0 The designated railway authority for approving the programmed traffic would be as under:

	<b>Commodity</b>	<b>Designated Railway Authority</b>
<b>1.0</b>	<b>Coal</b>	
1.1	Indigenous coal under Priority C	Executive Director, Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata for ER, ECR, SER, SECR, ECoR For other Railways, COM/CFTM of concerned Zonal Railway
1.2	Imported coal on Eastern, South-Eastern and East Coast Railways	Executive Director, Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata
1.3	Imported and Rail cum sea route Indigenous Coal: Central, Southern, South Central, South Western and Western Railways	COM/CFTM of the concerned Zonal Railway
1.4	Priority D coal	all Zones except NFR to be cleared by EDRM office and for NFR by COM/NFR
<b>2.0</b>	<b>Food grains</b>	COM of the concerned Zonal Railway
<b>3.0</b>	<b>Fertilisers</b>	

3.1	Fertiliser-Domestic	COM of the concerned Zonal Railway
3.2	Fertiliser-Imported	COM of the concerned Zonal Railway
4.0	<b>POL</b>	DTT (POL), Railway Board
5.0	<b>Other Sponsored Commodities</b>	CFTM of the concerned Zonal Railway.

4.0 For COAL, WASHED COAL & COKE – Sanctioned by EDRM, Kolkata:

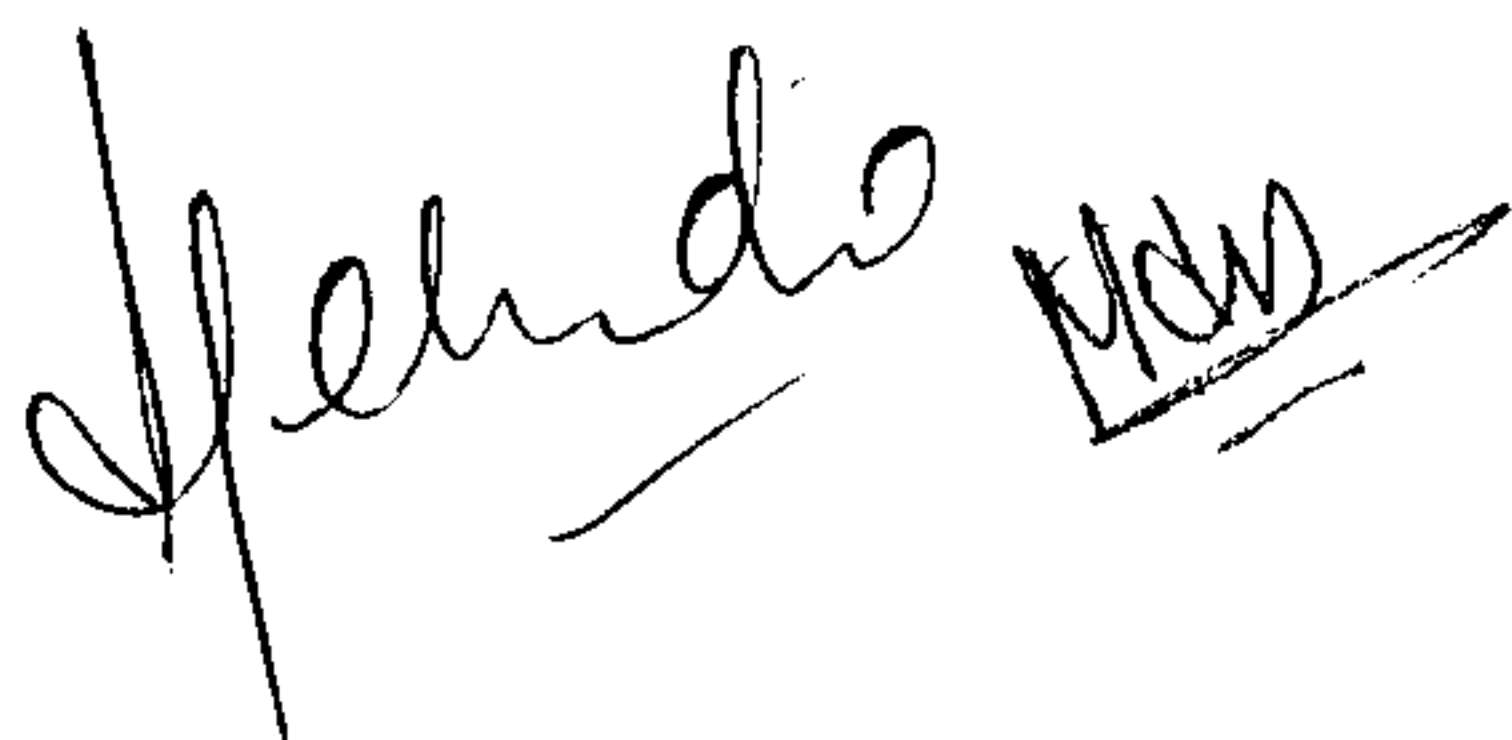
Loading of Coal, Washed Coal, Coke, imported coal either under Priority C or Priority D.

- Authorised users (Consignee/Consumer) shall login to the system, select coal/coke/washed coal with EDRM sanction option as applicable and submit their consolidated program.
- Sponsors shall endorse/reject the consolidated Programs submitted by the Consumers wherever required.
- Authority authorised to endorse the programs are as follows:
  - For Coal, concerned coal company shall endorse the consolidate Program.
  - For Washed Coal, Washery shall endorse the consolidate Program.
  - For Coke, Coke Oven Plant shall endorse the consolidate Program.
  - However programs for imported coal and coke are not required to be endorsed by a sponsor.
- In case of Rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to the Consumer against the consolidated Programs submitted by him.
- Once the consolidated Programs are endorsed by the Sponsors wherever required, the Consumer shall bring all the supportive documents of the Program and submit the same to EDRM Office manually.
- EDRM Office shall verify the documents submitted by the Consumer with the Programs entered by him on the System. EDRM shall approve/reject the consolidated Programs as endorsed by the Sponsors.
- In case of Rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Sponsor and the Consumer against the consolidated Programs submitted/endorsed by him.
- The System shall show the applicable Priority Class as per Preferential Tariff Schedule based on the inputs captured in the process. EDRM shall confirm the same at the time of sanctioning the Program which cannot be modified at a later stage.

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- When sanctioned by EDRM, the consolidated Program shall be converted to individual Rake Programs against which the Sponsor shall register the e-Demand in the system and Divisional Authorities shall allot the rakes against these Rake Program/e-Demands.
  - In case of Imported Coal & Coke where endorsement is not required, the Consumer shall register the e-Demand in the System against the Sanctioned Program.
  - After sanction of Program by EDRM, in case there is a requirement to modify the sanctioned program, the Customer shall follow the process of Annexure-D as currently being followed and the same shall be recorded in the system. These modified programs shall be treated as Fresh Programs, which shall undergo the process of Endorsement and Sanction by EDRM as mentioned above.
- 5.0 For COAL, WASHED COAL, COKE and imported coal and Other Sponsored Commodities Sanctioned by designated Railway Authorities, other than EDRM
- Authorised users (Consignee/Consumer) shall login to the system, select “Customer Rake Requirement (CRR)” option and submit their program. In case the Consignor and Consignee/Consumer are different then the programs shall be endorsed by the Consignor. If the Consignor and Consignee/Consumer are same then the Rake Programs shall be treated as endorsed by the system.
  - Once the Program is endorsed by the Consignor wherever required, the Consignee/Consumer shall bring all the supportive documents of the Program and submit the same to designated Railway Authorities manually. Designated Railway Authorities shall verify the documents submitted by the Consignee/Consumer with the Programs entered by him on the System
  - Designated Railway Authorities shall approve/reject the Programs as endorsed by the Consignor. In case of rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Consignor and the Consignee/Consumer against the Programs submitted/endorsed by him
  - However, in case the Customer Rake Requirements (CRR) entered by the Consignee and endorsed by the Consignor wherever required, does not require sanction by the Designated Railway Authorities, then, the concerned Authorities shall opt for “Sanction Not Required” option on the Sanction Screen. The

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information regarding the same shall be displayed to both Consignor and the Consignee/Consumer against the Programs submitted/endorsed by him.

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

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Annexure-2

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

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

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Annexure-3

INDIAN RAILWAY COMMERCIAL MANUAL(VOL.II) 1991

**CHAPTER XIV- BOOKING OF GOODS TRAFFIC**

Advance Correction Slip No.36

- **Para 1408(e) may be inserted below to Para 1408(d) of Chapter XIV, as under:**

**1408(e)** Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.

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

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

Where Wagon Registration Fee is refunded or adjusted via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.

*(Authority Railway Board's letter No.TC-1/2014/104/2 dated 01.07.2014  
--Rates Circular No. 21 of 2014)*

*[Handwritten signature]*

**भारत सरकार (GOVERNMENT OF INDIA)**  
**रेल मंत्रालय (MINISTRY OF RAILWAYS)**  
**(रेलवे बोर्ड) (RAILWAY BOARD)**

No.TC-I/2014/104/2

New Delhi, dt. 27.10.2014

**General Manager(Comml.)**  
All Zonal Railways

**Sub: Registration of demand for wagons electronically (e-RD) through FOIS web portal**

Ref: (i) Board's letter of even number dt.23.09.2014(Rates Master Circular/e-RD/2014/0)  
(ii) Board's letter of even number dt.22.10.2014

Please refer to Rates Master Circular/e-RD/2014/0 regarding registration of demand for wagons electronically(e-RD) through FOIS web-portal.

In terms of Board's letter of even number dt.22.10.2014, Board(MT) has decided that electronic registration of demand for wagons (e-RD) will be mandatory in case of sponsored traffic as detailed in Para 6.0 of Rates Master Circular under reference with effect from 20<sup>th</sup> November 2014.

In view of Para 6.0 of Rates Master Circular/e-RD/2014/0 may be modified, as under:

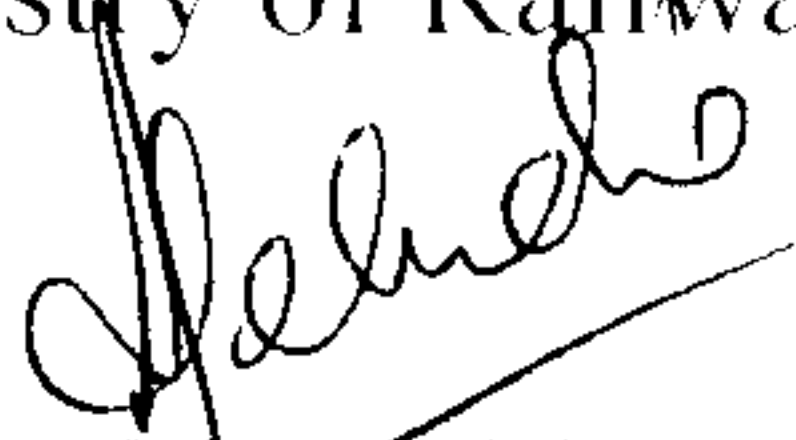
Existing

“6.0 Procedure for submission and sanction of Sponsored Traffic is given in Annexure-1.”

Revised

“6.0 Procedure for submission and sanction of Sponsored Traffic is given in Annexure-1. Electronic registration of demand for wagons (e-RD) is mandatory only for the sponsored traffic mentioned in Annexure-I with effect from 20<sup>th</sup> November 2014.”

This issues with the concurrence of Finance Directorate of Ministry of Railways.

  
(Aashima Mehrotra)  
Director, Traffic Commercial(Rates)  
Railway Board

No.TC-I/2014/104/2

New Delhi, dt. 27.10.2014

Copy to:

1. FA&CAOs, All Zonal Railways & FA&CAO(T)/Northern Railway
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.

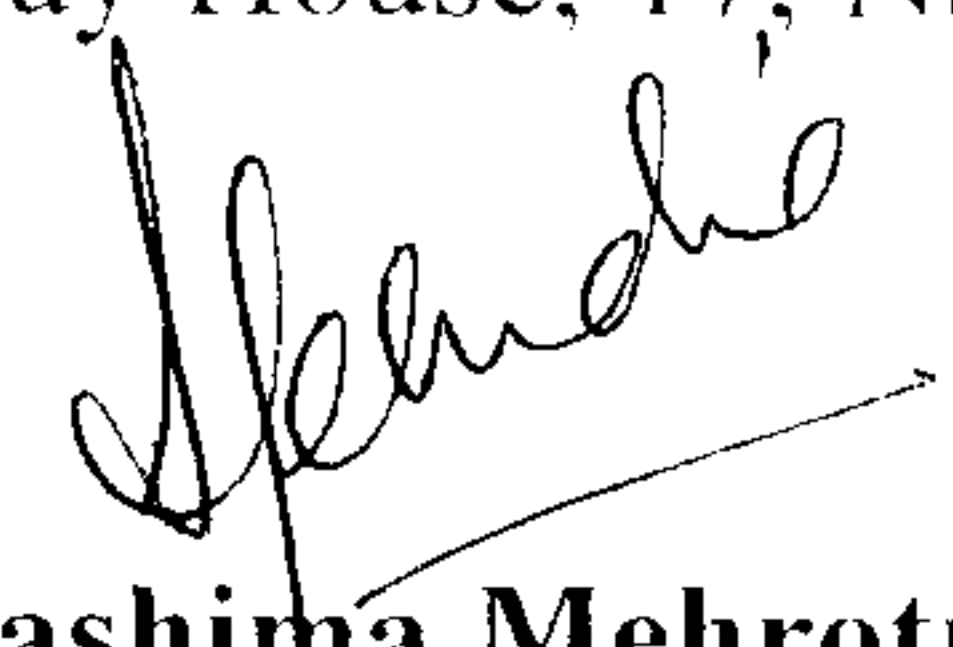
  
for **Financial Commissioner/Railways**

No.TC-I/2014/104/2

New Delhi, dt. 27.10.2014

Copy for information and necessary action to:

1. Chief Operations Manager, All Zonal Railways
2. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
3. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi-21.
4. Managing Director, KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
5. Director General, National Academy of Indian Railways, Vadodara.
6. General Secy., IRCA, New Delhi.
7. Managing Director, IRCTC, 9<sup>th</sup> floor, Bank of Baroda Building, 16 Parliament Street, New Delhi-110001
8. Director, IRITM, Campus: Hardoi Bye-pass Road, Kanausi, Manaknagar, Lucknow-226011
9. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105.
10. Chief Commissioner of Railway Safety, Lucknow.
11. Executive Director Rail Movement(Railway Board), Eastern Railway House, 17, NS Road, Kolkata-1

  
(Aashima Mehrotra)  
**Director, Traffic Comml.(Rates)**  
**Railway Board**

Copy for information:

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TC(R), TC(CR), F(C), Safety Branches, Railway Board

**GOVERNMENT OF INDIA(BHARAT SARKAR)  
MINISTRY OF RAILWAYS(RAIL MANTRALAYA)  
RAILWAY BOARD**

No.TC-I/2014/104/2

New Delhi, dt. /7.12.2014

**General Manager(Comml.)**  
All Zonal Railways

**CORRIGENDUM**

**Sub: e-RD - Registration of Demand for wagons electronically through Web**  
**Ref:** Board's letter of even number dated 23.09.2014 (*Rates Master Circular/ e-RD/2014/0*) & 27.10.2014 (*Addendum to Rates Master Circular/e-RD/2014/0*)

Please refer to Annexure-1 of Rates Master Circular under reference which prescribes the procedure for submission and sanction of Sponsored traffic. Vide Board's letter No.2008/TT-III/1/1 dated 30.07.2014. Preferential Traffic Order GO No. 87 has been issued.

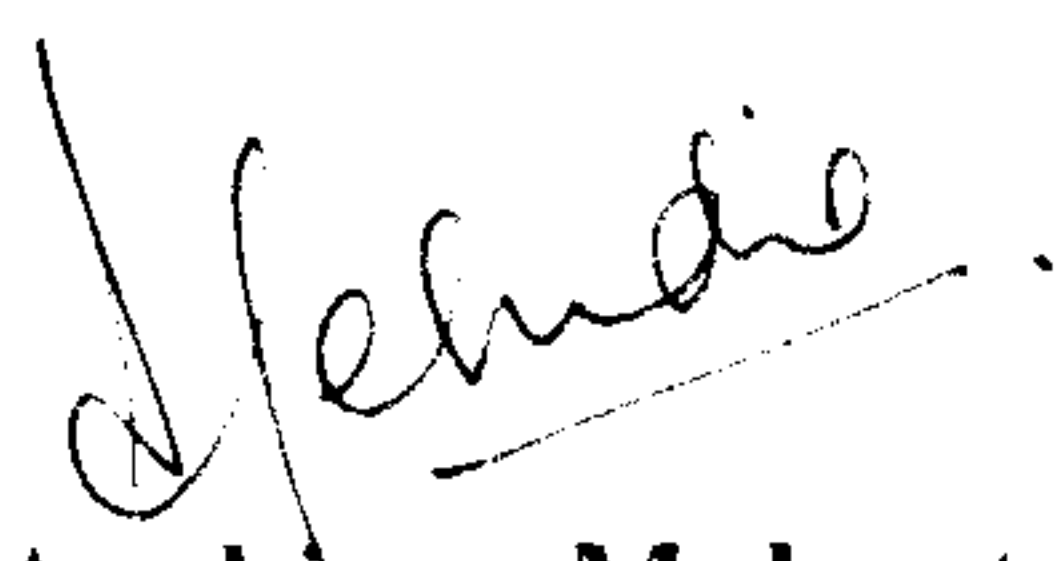
A clarification has been sought regarding designated Railway authority for approving the programmed traffic of 'Food grains' and 'Fertilizers' in the e-RD.

It is advised that designated Railway authority for approving all types of Programmed Traffic in the e-RD will be as per Preferential Traffic Order issued by Railway Board from time to time.

In view of the above, the designated railway authority indicated against item No. 2.0, 3.1 and 3.2 of Para 3.0 of Annexure-1 of the circular under reference, may be modified as under:

	<b>Commodity</b>	<b>Designated Railway Authority</b>
<b>2.0</b>	<b>Food grains</b>	Zonal Railway/Railway Board
<b>3.0</b>	<b>Fertilisers</b>	
3.1	Fertiliser-Domestic	Zonal Railway
3.2	Fertiliser-Imported	Zonal Railway

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

  
(Aashima Mehrotra)  
Director, Traffic Commercial(Rates)  
Railway Board

No.TC-I/2014/104/2

New Delhi, dt./7.12.2014

Copy to:

1. **FA&CAO**, All Zonal Railways & **FA&CAO(T)/Northern Railway**
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.

  
for Financial Commissioner/Railways

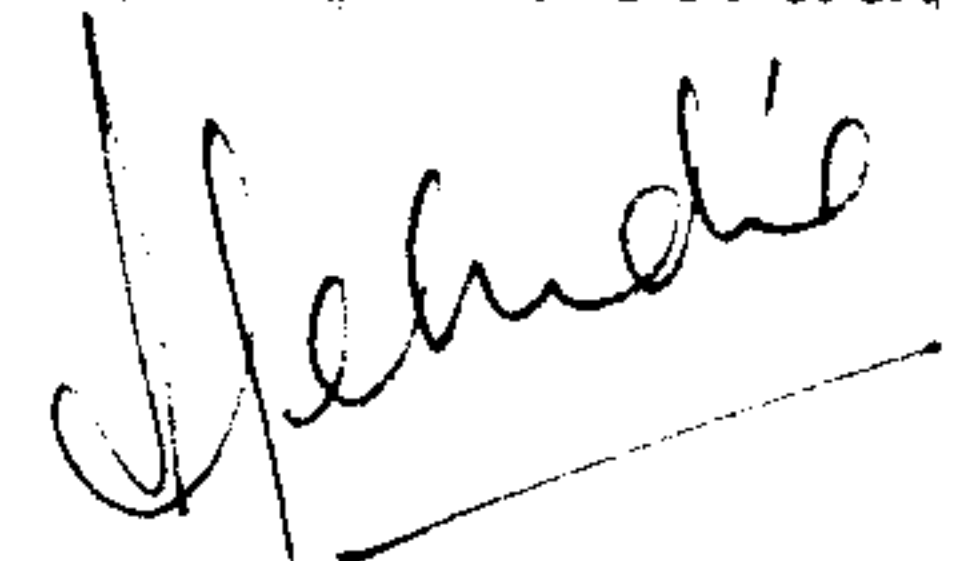


**No.TC-I/2014/104/2**

**New Delhi, dt. 17.12.2014**

Copy for information and necessary action to:

1. Chief Operations Manager. All Zonal Railways
2. Managing Director. CRIS. Chanakyapuri. New Delhi-21.
3. Chief Admn. Officer. FOIS. N. Rly., Camp: CRIS. Chanakyapuri. New Delhi-21.
4. Managing Director. KRCL. Belapur Bhavan. Sector-11. CBD Belapur. Navi Mumbai-400614.
5. Director General. National Academy of Indian Railways . Vadodara.
6. General Secy., IRCA. New Delhi.
7. Managing Director. IRCTC. 9<sup>th</sup> floor. Bank of Baroda Building. 16 Parliament Street. New Delhi-110001
8. Director, IRITM. Campus: Hardoi Bye-pass Road. Kanausi. Manaknagar, Lucknow-226011
9. Secretary, RRT, 5. Dr. P.V. Cherian Crescent Road. Egmore. Chennai-600105.
10. Chief Commissioner of Railway Safety. Lucknow.
11. 11.Executive Director Rail Movement(Railway Board). ER House. 17, NS Road, Kolkata-1.



**(Aashima Mehrotra)**  
**Director, Traffic Comml.(Rates)**  
**Railway Board**

Copy for information:

**CRB, MT, FC, Railway Board**

AM(C), AM(T), AM(IT), AM(T&C), Adv(F), Adv.(A/c), Adv(FM), Adv(Infra), Adv(Safety), Adv.TT(M), Adv(Vig.), Adv(CC), EDTC(R), ED(C&IS), ED(PG), EDPM, ED(T&C), EDTT(S), EDTT(F), EDFC, EDVT, ED(S&E), ED(Plg), ED(PPP), ED(PP), DTC(G), DTT(POL), DPM, Dir(T&C), DFM, DFC, JD(A), Railway Board  
TC(R), TC(CR), F(C), Safety Branches, Railway Board

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

No.TC-I/2014/104/2-pt.2

New Delhi, dt. 28.04.2015

**General Manager (Comml.)**  
All Zonal Railways

**Sub: Registration of demand for wagons electronically (e-RD )  
through FOIS web portal**  
Ref: Para 5.2 of Rates Master Circular/e-RD/2014/0

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Please refer to Para 5.0 of Rates Master Circular/e-RD/2014/0 regarding registration of customer for availing e-RD facility which prescribes furnishing of PAN Card details of the customer.

Zonal Railways have informed that they are facing problems on the above account as some of the customers are not willing to share PAN card details. Instead, they wish to share Aadhar Card details for registration under e-RD module.

The matter has been examined and it has been decided to allow Aadhar Card also *in lieu* of PAN card under e-RD module. Accordingly, the extant and revised instructions of second bullet point of Para 5.2 of the Circular under reference are given below:

Extant Instructions	Revised Instructions
<ul style="list-style-type: none"><li>Fill in the 'registration form' giving name, email id, phone numbers, basic details of representing organisation, TIN number, details of id card, PAN card, authorization letter from the organisation etc.</li></ul>	<ul style="list-style-type: none"><li>Fill in the 'registration form' giving name, email id, phone numbers, basic details of representing organisation, TIN number, details of id card, PAN card and/or Aadhar card, authorization letter from the organisation etc.</li></ul>

This issues with the concurrence of Finance Dte. of the Ministry of Railways.

  
(Aashima Mehrotra)  
Director, Traffic Comml.(Rates)  
Railway Board



No.TC-I/2014/104/2-pt.2

New Delhi, dt. 28.04.2015

Copy to:

1. **FA&CAO**, All Zonal Railways
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.

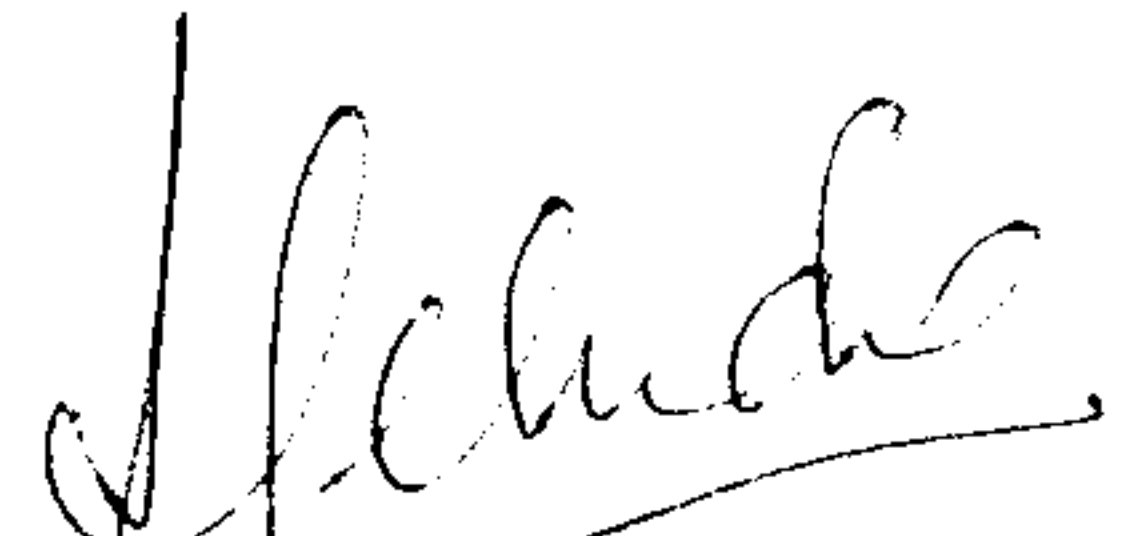
  
for **Financial Commissioner/Railways**

No.TC-I/2014/104/2-pt.2

New Delhi, dt. 28.04.2015

Copy for information and necessary action to:

1. Chief Operations Manager, All Zonal Railways
2. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
3. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi..
4. Managing Director, KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
5. Director General, National Academy of Indian Railways, Vadodara.
6. General Secy., IRCA, New Delhi.
7. Director, IRITM, Campus: Hardoi Bye-pass Road, Vill-Kanausi, P.O.- Manaknagar, Lucknow-226011
8. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai- 600105.

  
(Aashima Mehrotra)  
**Director, Traffic Comml.(Rates)**  
**Railway Board**

Copy for information to:

**CRB, MT, FC**, Railway Board

AM(T), AM(IT), AM(C), Adv(F), Adv(TT/M), Adv(Safety), Adv(Vig.), Adv.(A)  
EDTC(R), ED(C&IS), EDFM, EDME(Dev.), EDPG, EDTT(S), EDTT(F), EDFC,  
EDVT, ED(S&E), ED(Plg), ED(PPP), ED(PP), Railway Board  
DFM, DFC, DF(CCA), Railway Board  
TC(R), TC(CR), F(C), Safety Branches, Railway Board

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

No.TC-1/2014/104/2-pt.2

New Delhi, dated 15.05.2015

**Director(Rail Movement)**

Railway Board

Eastern Railway House,

17-N-S. Road, Kolkata -700001

**Sub: Registration of demand for wagons electronically through web(e-RD).**

Ref. (i) Board's letter No.TC-1/2014/104/2 dt. 26.12.2014

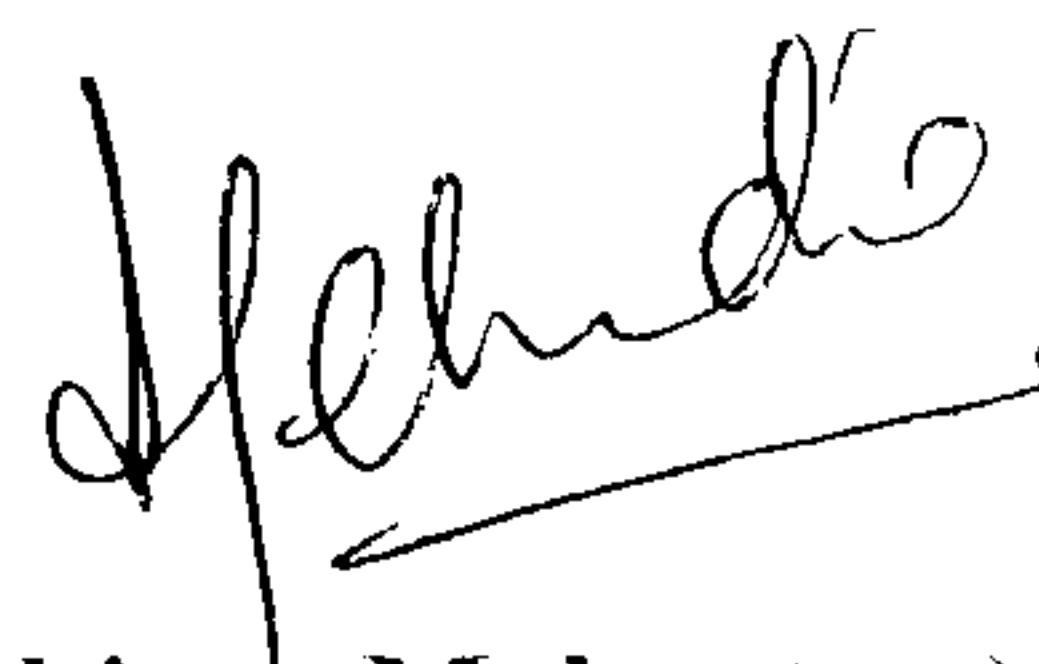
(ii) Board(MT)'s D.O. letter No. TC-1/2014/104/2 dt.19.02.2015

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Please refer to your letter No.CMP/Rly.Board/2014 dated 21.04.2015 wherein *interalia* referring to Board(MT)'s D.O. under reference, it has been requested for continuance of manual sanction for the programmes for defence, paramilitary forces, state police forces, loco(Railways) and foreign entities.

It is to state that the Board(MT)'s D.O. letter under reference(ii) is generic in nature and stresses upon the need for shifting to e-RD. Defence, Paramilitary Forces, State Police Forces, loco(Railways) and foreign entities have been specifically exempted from e-RD module vide Board's letter under reference(i) and the same may be continued with manual sanctioning till further orders.

This issues in consultation with Traffic Transportation Dte. of Railway Board.



**(Aashima Mehrotra )  
Director, Traffic Comml.(Rates)  
Railway Board**

Copy to:

**Chief Commercial Manager/All Zonal Railways**

**Chief Operations Manager/All Zonal Railways**

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

No.TC-I/2014/104/2-pt.2

New Delhi, dt. 19.05.2015

**General Manager (Comml.)**  
All Zonal Railways

**Sub: Registration of demand for wagons electronically (e-RD )  
through FOIS web portal**

Ref: Rates Master Circular/e-RD/2014/0

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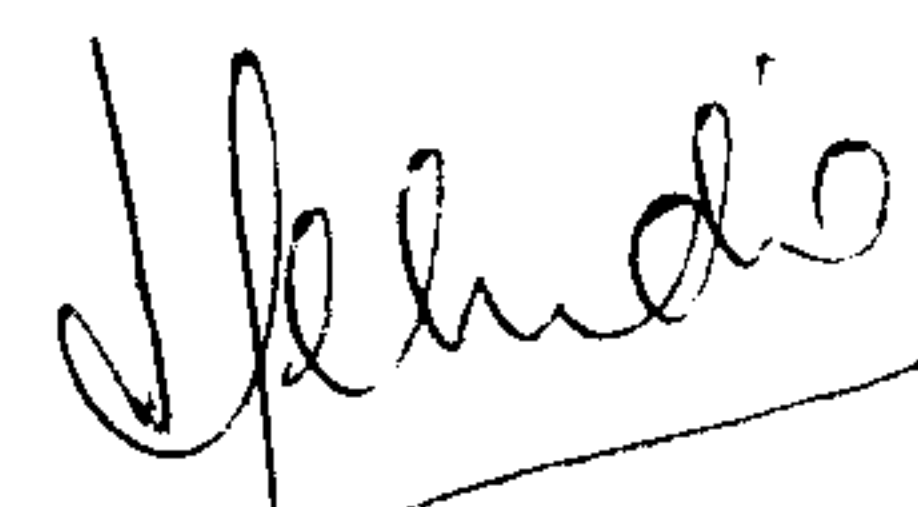
Please refer to Para 3.0 of Annexure-1 of the Circular under reference which prescribes designated Railway authority for approving the programmed traffic.

Vide Board's letter No.2011/TT(V)/25/Station/Pt II dated 25.03.2015, instructions have been issued regarding delegation of power to sanction movement of coal under Priority 'D'.

In view of the above, the designated railway authority against item No.1.4 of Para 3.0 of Annexure-1 of the circular under reference, may be modified as under:

	<b>Commodity</b>	<b>Designated Railway Authority</b>
1.4	Priority D Coal	Executive Director, Rail Movement, or in his absence Director/Jt.Director, Rail movement, Kolkata for ER,ECR,SER,SECR and ECoR
		For other Railways, COM/CFTM of concerned Zonal Railway

This issues with the approval of Traffic Transportation Dte. and with the concurrence of Finance Dte. of the Ministry of Railways.



(Aashima Mehrotra)  
Director, Traffic Comml.(Rates)  
Railway Board

No.TC-I/2014/104/2-pt.2

New Delhi, dt. 19.05.2015

Copy to:

1. **FA&CAO**, All Zonal Railways
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.



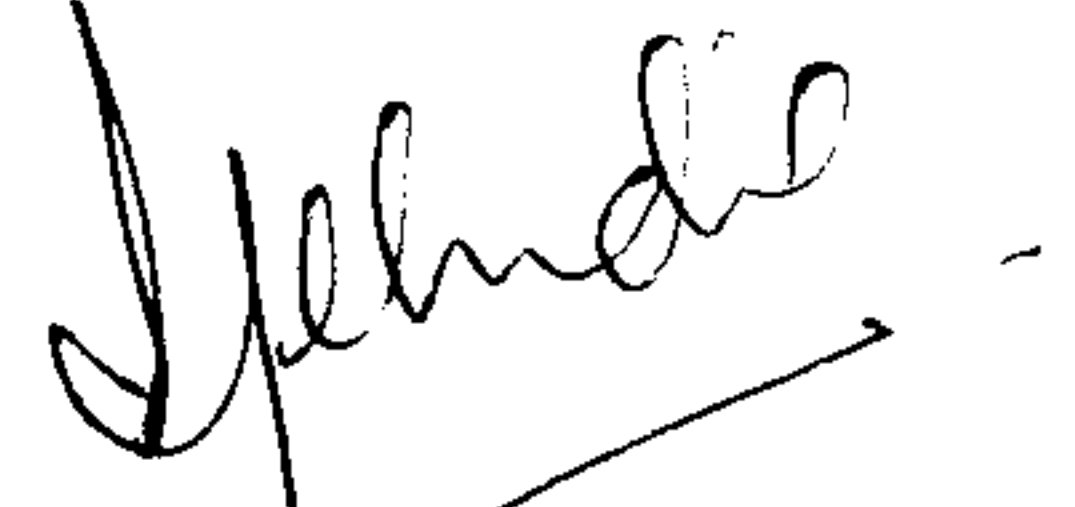
for Financial Commissioner/Railways

**No.TC-I/2014/104/2-pt.2**

**New Delhi, dt. /9 .05.2015**

Copy for information and necessary action to:

1. Chief Operations Manager, All Zonal Railways
2. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
3. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi..
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5. Director General, National Academy of Indian Railways, Vadodara.
6. General Secy., IRCA, New Delhi.
7. Director, IRITM, Campus: Hardoi Bye-pass Road, Vill-Kanausi, P.O.- Manaknagar, Lucknow-226011
8. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai- 600105.



**(Aashima Mehrotra)**  
**Director, Traffic Comml.(Rates)**  
**Railway Board**

Copy for information to:

**CRB, MT, FC, Railway Board**

AM(T), AM(IT), AM(C), Adv(F), Adv(TT/M), Adv(Safety), Adv(Vig.), Adv.(Acct.)  
EDTC(R), ED(C&IS), EDFM, EDME(Dev.), EDPG, EDTT(S), EDTT(F), EDFC,  
EDVT, ED(S&E), ED(Plg), ED(PPP), ED(PP), Railway Board

DFM, DFC, DF(CCA), Railway Board

TC(R), TC(CR), F(C), Safety Branches, Railway Board



भारत सरकार (GOVERNMENT OF INDIA)  
रेल मंत्रालय (MINISTRY OF RAILWAYS)  
(रेलवे बोर्ड) (RAILWAY BOARD)

No.TC-I/2015/104/4

New Delhi, dt.27.08.2015

General Manager (Comml.)  
All Zonal Railways

**Sub: Registration of demand for wagons electronically (e-RD) through FOIS web portal**

Ref.: Rates Master Circular/e-RD/2014/0 & its corrigendum no.2 dt.28.04.2015

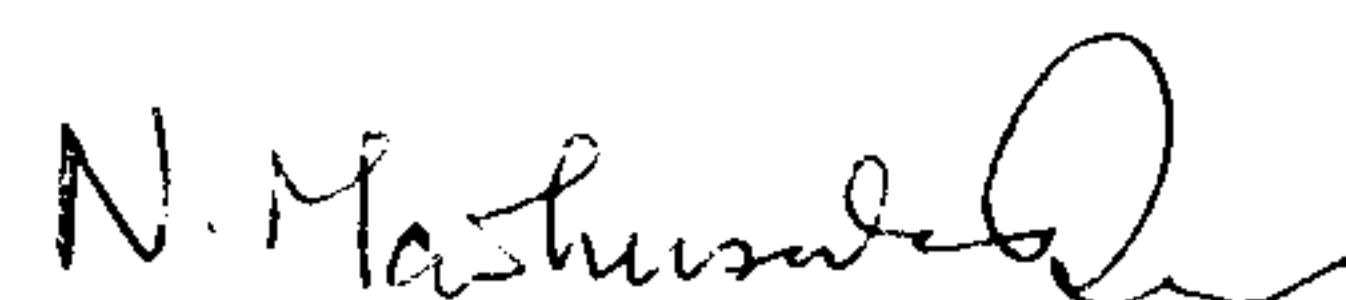
Please refer to Para 5.2 of the Rates Master Circular under reference regarding registration of customer for availing e-RD facility which prescribes furnishing of TIN number by the customer.

Zonal Railways have informed that they are facing problems on the above account as some of the customers do not have TIN number.

The matter has been examined and it has been decided that in case a rail customer has not got TIN number, he may be allowed to give 'Service Tax Registration Number' during registration of customer under e-RD. Accordingly, the extant and revised instructions of the second bullet point of Para 5.2 of the circular under reference are given below:

Extant instructions	Revised instructions
<ul style="list-style-type: none"><li>Fill in the 'registration form', giving name, email id, phone numbers, basic details of representing organization, TIN number, details of id card, PAN card and/or Aadhar card, authorization letter from the organization etc.</li></ul>	<ul style="list-style-type: none"><li>Fill in the 'registration form', giving name, email id, phone numbers, basic details of representing organization, <b>TIN number/ Service Tax Registration number</b>, details of id card, PAN card and/or Aadhar card, authorization letter from the organization etc.</li></ul>

This issues with the concurrence of Finance Dte. of the Ministry of Railways.



(N. Madhusudana Rao)

Exec. Dir. Traffic Comml.(Rates)  
Railway Board

No.TC-I/2015/104/4

New Delhi, dt.27.08.2015

Copy to:

- FA&CAO, All Zonal Railways
- Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.



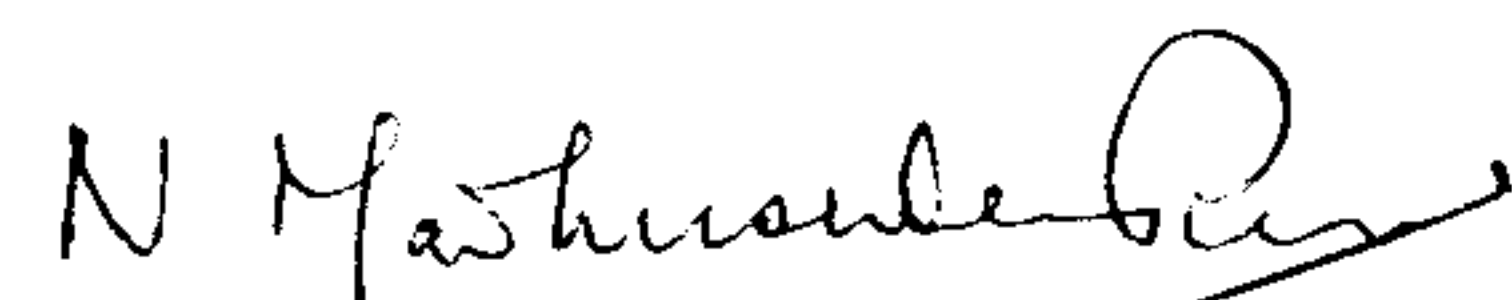
for Financial Commissioner/Railways

**No.TC-I/2015/104/4**

**New Delhi, dt.27.08.2015**

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8. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai- 600105.



**(N. Madhusudana Rao)**  
**Exec. Dir. Traffic Comml.(Rates)**  
**Railway Board**

Copy to:

**CRB, MT, FC, Railway Board**

AM(C), AM(IT), Adv(F), Adv(TT/M), Adv(Vig.), Adv.(A), Adv(safety), Adv(PG)  
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ED(S&E), ED(Plg), ED(PPP), ED(PP), DFM, DFC, DF(CCA), Railway Board  
TC(R), TC(CR), F(C), Safety Branches, Railway Board



**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

No.TC-I/2014/104/2 Pt.2

New Delhi, dt.01.02.2017

**Chief Commercial Manager**  
All Zonal Railways

**CAO/FOIS**  
Camp:CRIS,  
Chankyapuri  
New Delhi

**Sub: Registraton of demand for wagons electronically (e-RD) through FOIS system.**

Ref: (i) Rates Circular No.21 of 2014  
(ii) Rates Master Circular/e-RD/2014/0

Please refer to Annexure-2 of Rates Master Circular under reference on the above-mentioned subject regarding procedure for reconciliation of WRF collected/refunded through IRCTC payment gateway.

The matter has been examined and it has been decided that CAO/FOIS shall monitor daily transaction and accountal of Wagon Registration Fee(WRF) under e-RD for all Zonal Railways.

*(This disposes of FOIS' letter No.CAO/FOIS/104/RD/WRF/2016 dt.17.10.2016 and Northern Railway's letter No.261-MC/0/WR/Fee/99 dt.09/20.12.2016).*

  
(Lata Kumari)  
**Director, Traffic Commercial (Rates)**  
**Railway Board**

Copy to :  
**CCM/FM/NR, CPM/FOIS, GGM/IT/IRCTC**

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

No.TC-I/2014/104/2 Pt.2

New Delhi, dt.01.02.2017

**Chief Commercial Manager**  
All Zonal Railways

**CAO/FOIS**  
Camp:CRIS,  
Chankyapuri  
New Delhi

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(Lata Kumari)  
**Director, Traffic Commercial (Rates)**  
**Railway Board**

Copy to :  
**CCM/FM/NR, CPM/FOIS, GGM/IT/IRCTC**

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

No.TC-I/2014/104/2 Pt.2

New Delhi, dt. 01.02.2017

**Chief Commercial Manager**  
All Zonal Railways

**CAO/FOIS**  
Camp:CRIS,  
Chankyapuri  
New Delhi

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(Lata Kumari)  
Director, Traffic Commercial (Rates)  
Railway Board

Copy to :  
CCM/FM/NR, CPM/FOIS, GGM/IT/IRCTC

GOVERNMENT OF INDIA (भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
(RAILWAY BOARD रेलवे बोर्ड)

No.TC-1/2014/104/2 Pt.2

New Delhi, dt.: 14.12.2017

Principal Chief Commercial Manager  
All zonal railways

**Sub: e-RD – Wagon Registration Fee(WRF)Payment system**  
**Ref: Rates Circular No.21 of 2014**

Please refer to Para 9.1.3 of Rates Circular under reference which stipulates that Zonal Railways shall take action to modify the existing tripartite e-payment agreement to cover WRF also so that WRF can be debited and credited from and to customer's e-payment account.

It is requested to Zonal Railways to expedite the process of modifying existing e-payment agreements to cover WRF as per extant guidelines.

*Shilpi Bishnoi*  
(Shilpi Bishnoi)  
Director, Traffic Commercial(Rates)  
Railway Board



## CHAPTER II

# **RULES FOR THE REGISTRATION OF INDENT, ALLOTMENT AND SUPPLY OF WAGONS**

**201.** The following rules lay down the procedure for the registration of indents for wagons/rakes over the Indian Railways. The Railway Administrations, after due notice, can make such temporary local variations in any of these rules as they consider fit, to meet any exceptional circumstances or to prevent misuse:-

- (1) (a) Registration of demands for wagons – All demands for dispatch of goods in wagon loads/train loads should be entered in the Wagon Demand/Priority Register maintained at the stations of goods sheds open for booking of goods in wagon loads/train loads. The signature of the sender or his representative should be taken in the appropriate column provided in the register after duly filling in all the other columns. The prescribed registration fee will be paid by the sender or his representative at the time of registration of demands for wagons. After the introduction of electronic registration of demand, the Wagon Demand/Priority Register shall be maintained by the Terminal Management System(TMS). In case of electronic registration of demand(e-RD), an acknowledgement shall be sent to the sender confirming registration of demand offered by him as per the procedure laid down. Where registration of demand is done at goods shed/station by presentation of the Forwarding Note, the sender shall be advised by the demand cum priority number generated by the system by the goods clerk.

*(RC 21 of 2014)*

- (b) In the case of sidings which are captive to a particular industry, the siding owners may be allowed to load wagons allotted against a particular indent to another destination provided it is not restricted or inconvenient to Railways on a particular day due to certain operating constraints.

*(Board's letter No.TC-I/94/101/2 dt.17.02.1995)*

In the case of sidings, where there is only one indenter while 'Wagon Demand/Priority Register' should be maintained at stations/goods sheds, and in the case of Private/Assisted sidings, only a 'Demand Register' may be maintained, which will serve as a repository for making allotments, having regard to the Preferential Traffic Schedule, quotas restrictions and other operating considerations. In the absence of a specific allotment by control, the siding owners may be permitted to select the destinations on day-to-day basis.

*(Board's letter No.TC-I/94/101/2 dt.17.02.1995)*

- (2) A Forwarding Note duly filled in should be tendered by the sender at the time of registration of demand for supply of wagons. However, after introduction of electronic registration of demand, sender shall fill electronic Demand Note, available through the FOIS web portal for registering demand for supply of wagons. For this purpose, sender should have registered himself as per the guidelines defined from time to time.

*(RC 34 of 2005 & RC 21 of 2014)*

- (3) (a) A limit may be placed by Railways on the quantity of goods permitted to be registered at a time by one indenter.
- (b) Railways may require that indents for wagons are registered in multiples of two wagons or three wagons where considered necessary to ensure better utilization of wagons in transshipment.

- (c) When limits are placed on the registration of goods in the manner indicate above, full details thereof will be exhibited at the stations.
- (4) When booking is restricted to a particular station or by a particular route, full details regarding the restrictions will be exhibited at the station.
- (a) No indent should be accepted for destination which has been restricted “Until Further Advise(UFA)”

(RC 66 of 2009)

- (5) (i) The wagon registration fee to be deposited at the time of registration of indents are as under:-

Type of Gauge	Registration Fee per wagon (Rs.)	Registration Fee per rake (Rs)
BG	1500	50,000
MG	1500	50,000
NG	1500	1,500xnumber of wagons in the rake

(RC 14 of 2014)

- (ii) Lumpsum Deposit for Government Department shall be Rs 30,000/-.

(RC 7 of 2006 &amp; RC 13 of 2015)

- (6) No Wagon Registration fee will be required to be paid in respect of the following traffic:-

(RC 7 of 2006)

- (a) Traffic in any commodity offered by Premier Customers viz. Platinum, Gold, Silver card holders from their siding.

(Corrigendum dt.12.04.2012 to RC 7 of 2006)

Note:

An amount equal to Wagon Registration fee will be collected from premier customers, if they cancel their indent under any of the circumstances, notified in Rule 201(15).

(RC 2 of 2007)

- (b) All Container traffic

(RC 13 of 2009)

- (c) Railway Materials and stores booked by Railway officials in their official capacity.
- (d) Military traffic booked on Military Credit Notes.
- (e) Household kit of Railway employees on transfer.
- (f) Certain traffic subject to road competition specifically notified by the Railway Administration as exempt from payment of Wagon Registration Fee. (In granting exemption by the Railway Administration it should be ensured that such exemptions do not result in inflated and fictitious demands for wagons).

- (7) The type of wagon required, whether open or covered, should be indicated in the Wagon Demands/Priority Register by the consignor or his authorized agent. If the consignor is prepared to load either in open or a covered wagon, both the types should be shown in the Wagon Demand/Priority Register and whichever type is available first will be supplied.

- (8) Railways may restrict from time to time the type of wagon (covered or open) that will be supplied in respect of specified commodities. Railways do not guarantee to supply at stations wagons of any particular type or carrying capacity.

- (9) The Wagon Demand/Priority Register should be open for inspection by merchants and traders during the hours of working of goods sheds and stations.
- (10) **Allotment/loading orders** – Each item of wagon registration is given a serial number in the order of registration. Allotment/Loading orders are issued in accordance with the priority of registration and also having regard to preferential schedules prescribed by the Railway Board, quotas and restrictions in force and other operating considerations.
- (11) Stations should load wagons only in accordance with Allotment/Loading orders received from the appropriate authority, except at stations where Station Masters are authorized to allot wagons themselves in accordance with the instructions issued in this regard.
- (12) The Allotment/Loading orders should be exhibited on the Notice Board of the station for the information of the public.
- (13) **Change of commodity** – Change of Commodity is not permitted in a registration already made. However, request for change of commodity in a registration already made will be considered and Divisional Officers are authorized to permit a change in the commodity indicated in the original registration as long as it is in the same priority group.
- (14) **Receipt of wagon registration fee collected** - A separate receipt shall be given to the indenter for the registration fee paid for each wagon. The receipt foil will consist of two portions. The upper portion will be retained by the indenter and the lower portion will be returned to the Station Master duly signed by the receiver when the registration fee is refunded. A specimen for of receipts is at Appendix II/I.
- (15) **Forfeiture of Registration Fee** – Registration fee will be forfeited under any of the following circumstances :-
- (a) When the wagon indent is cancelled after physical supply of the wagon.
  - (b) When the consignor does not agree to pay the charges as per tariff rules.
  - (c) When a wagon indent is cancelled by the indenter within 10 days from the date of registration, irrespective of the commodity.

(RC 7 of 2006)

**Note(1)**

When restriction is imposed without any time-limit the consignor shall be allowed either to retain his indent or to cancel it before removal of the restriction without forfeiture of the wagon registration fee.

**Note(2)**

- (i) However, cancellation of indents will be dealt with differently when Railway Board issues notice to withdraw transportation of particular business segment, or a particular stream of traffic or even a specific commodity for any of the following reasons:
- I. Disruption of a particular section due to Force Majeure conditions.
  - II. Closure of the section after due notification.
  - III. Closure of the originating goods shed after due notification.
  - IV. Closure of the destination goods shed after due notification.
  - V. Phasing out or withdrawal of a particular type of rolling stock altogether for which indent had been placed.

- (ii) In cases where the originating station is affected, no change of indent will be permitted.
- (iii) In all the above cases where destination station is affected except (III), the consignor may be allowed to change the destination station of the indent to any other destination within zonal Railways of initial destination station.
- (iv) In case of phasing out or withdrawal of a particular type of rolling stock, the consignor may also be allowed to change the indent to another type of stock.
- (v) The above change may be permitted by the booking station only after the receipt of the confirmation from the Zonal Railway of the destination station.
- (vi) Not more than one such change may be permitted.
- (vii) If the consignor does not opt for change up to 30 days from the date of issuance of such notice, the indent shall be treated as cancelled on 31<sup>st</sup> day and the registration fee shall be refunded.

*(RC 66 of 2009 and its corrigendum dt.30.06.2010)*

- (d) When a wagon is supplied to an indenter but he does not commence loading it, before the expiry of the free time allowed for loading.
- (e) When a wagon is supplied to an indenter and the wagon is detained at his request for loading beyond the free time after which he cancels his indent.

Note:-

- (1) Whenever the registration is forfeited, the corresponding indent will also be treated as cancelled.
- (2) (i) When a wagon is supplied to an indenter which he commences loading within the free time but takes more than the free time permitted the wagon registration fee will not be forfeited but Demurrage will be recovered in accordance with the rule.  
(ii) When a rake is supplied to an indenter at congested goods shed, and he commences loading within the free time but does not complete the loading within twice the permissible free time, one subsequent pending indent of the said consignor will be cancelled along with forfeiture of wagon registration fee. Similarly, if he does not complete the loading within three times the permissible free time, another pending indent will be cancelled along with forfeiture of wagon registration fee, and so on. Congested goods shed will be notified by the Zonal Railway with the personal approval of General Manager.

Illustration: A BOXN rake is placed for loading at goods shed (Round the clock working) and free time for mechanized loading is 5 hours.

Time of placement of the rake	06:00 hours
Time at which loading started	07:00 hours
<b>Time of completion of loading</b>	<b>Action to be taken</b>
Case-(i) 12:00 Hours of the same day	Demurrage is leviable on excess detention. Neither indent will be cancelled nor will Wagon Registration Fee be forfeited.
Case (ii) 16:15 hours of same day	Demurrage is leviable on excess detention. Cancellation of one pending indent and forfeiture of Wagon Registration Fee.
Case (iii) 22:00 hours of same day	Demurrage is leviable on excess detention. Cancellation of second pending indent and forfeiture of Wagon Registration Fee.



(RC12 of 2011)

In case of congested goods shed having working hours 06.00-22.00 hrs, if free time expires at or before 22.00 hrs, the time between 22.00 hrs to 06.00 hrs is to be taken into consideration while reckoning total time taken by indenter/consignor for loading, for the purpose of forfeiture of Wagon Registration Fee and cancellation of indent.

(Board's letter No.TC-I/2011/305/1dt.09.01.2015)

- (3) If a consignor refuses to load an open wagon/covered wagon which is supplied against an indent for a covered/open wagon respectively, the registration fee will not be forfeited. But his indent and priority for the type of wagon for which he has originally indented shall be cancelled because of such a refusal.
- (4) The forfeiture of the registration fee does not preclude the levy of Demurrage charges under normal rules.
- (5) The Zonal Railway Administration may legislate the condition under which permission for detention of wagons under clause(e) can be given, including laying a condition for advance payment of Demurrage charges for the periods for which detention of the wagons is sought.

**(16) Refund of Registration Fee -**

- (a) Station Masters are authorized to refund the registration fee on surrender of the receipt foil by the indenter in cases where the fee is not forfeited under para (15) except where the registration fee is paid by Credit Note. In the latter case, the claimant should apply to the Chief Commercial Manager of the Railway concerned for refund.
- (b) In the case of 'paid' consignments, the wagon registration fee will be adjusted against the freight charges to be recovered.
- (c) Time limit for preferring claims for the refund of Wagon Registration Fee is three years from the date of its payment or from the date of last debit in case of lump sum deposit.

(Board's letter No.99/TC-I/101/2 dt.22.12.2014)

- (17) No refund can be allowed unless the original receipt foil issued at the time of payment of the amount is surrendered. In cases where the original receipt is lost, the refund is to be made only on the authority of a stamped Indemnity Note.
- (18) Refund of registration fee will be made only to the person mentioned in the receipt or his authorized agent, after obtaining his acknowledgement.
- (19) **General** – Fees collected for one indent cannot be adjusted against another nor wagons allotted to one indenter be allowed to be used by another.
- (20) The parties having regular transactions with a Railway may be permitted, at the discretion of the Railway, to pay a lumpsum deposit in lieu of payment of registration fee each time an indent is made for wagons supply. The lumpsum deposit payable will be fixed by the Railway in such cases taking into account the number of wagons that the parties concerned have to register at a time.  
For PSU/Corporations, the extant guidelines for fixing the lumpsum amount by the Zonal Railway as prescribed for regular customers will continue to be applicable.

(RC 7 of 2006 & RC 13 of 2015)

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

No. 99/TC-I/101/2

New Delhi, dated. 16.05.2014

**General Manager(Comml.),  
All Zonal Railways**

**Sub: Revision of Wagon Registration Fee**

Ref: Board's letter of even number dt.20.01.2006 (Rates Circular No. 07/2006)

\*\*\*\*\*

The Wagon Registration Fee to be deposited at the time of registration of indents applicable for wagons of different gauges, was notified vide Para 2.0 of Rates Circular No. 07/2006. The matter has since been reviewed in Board and it has been decided to revise the Wagon Registration Fee, as under:

**Wagon Registration Fee**

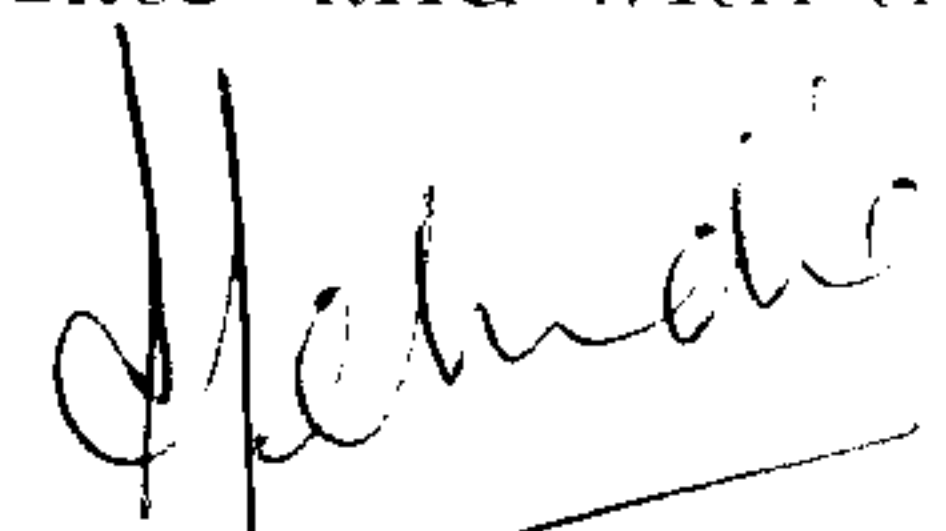
(in Rupees)

Gauge	per wagon	per rake
BG	1,500	50,000
MG	1,500	50,000
NG	1,500	1,500 x number of wagons in the rake

Accordingly, Rule 201(5)(i) contained in Chapter II of Goods Tariff No.41 Pt.1(Volume-1) may be modified.

These instructions will come into force **w.e.f 20.05.2014**.


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

  
(Aashima Mehrotra)  
Director, Traffic Commercial (Rates)  
Railway Board

No. 99/TC-I/101/2

New Delhi, dated. 16.05.2014

1. FA&CAOs, All Zonal Railways
2. Dy. C&AG(Rlys), Room No. 222,Rail Bhawan, New Delhi.

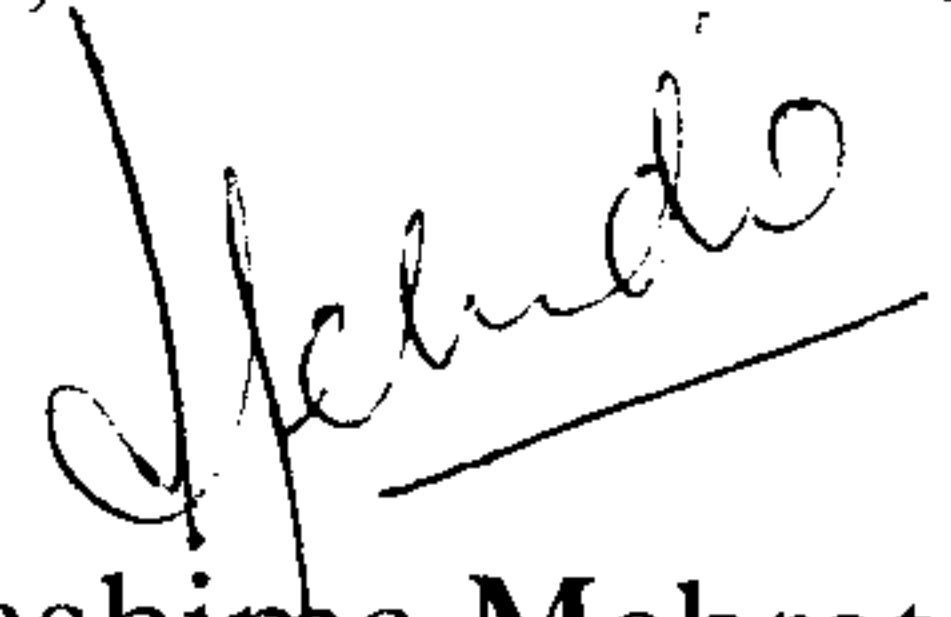
  
for Financial Commissioner (Railways)

No. 99/TC-I/101/2

New Delhi, dated. /6 .05.2014

Copy for information and necessary action to :

1. COMs. All Zonal Railways.
2. Managing Director, CRIS , Camp: CRIS, Chanakyapuri, New Delhi-23
3. CAO/FOIS, Northern Railway, Camp: CRIS, Chanakyapuri, New Delhi-23.
4. Managing Director, Konkan Railway Corporation, Belapur Bhawan, Sector-11, CBD Belapur, new Mumbai-400614
5. Director General, National Academy of Indian Railways, Vadodara.
6. Director, IRTM, Manaknagar, Lucknow.
7. General Secretary/IRCA, New Delhi with a request issue necessary correction slip.
8. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105.



(Aashima Mehrotra)  
Director, Traffic Comml. (Rates)  
Railway Board

Copy to:-

**CRB, MT, FC**

AMC), AM(T), AM(TT), Adv(F), Adv/FM,  
EDTC/R, EDTT(S), EDTT(F), EDTT/M, EDFC, ,EDA, EDPG, ED(Plg.),  
EDME(Freight), EDME(Dev.), ED(C&IS), EDPM, ED(T&C ),  
DF(C), DFM, DME(Dev.) DDTC(R), DDTC-1  
TT-II, TC(CR), TC(R), TC(FM), F(C) branches of Railway Board.

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

No. 99/TC-I/101/2

New Delhi, dt. 22. 12.2014

**Chief Commercial Manager,  
All Zonal Railways**

**Sub: Time limit for preferring claim for refund of Wagon Registration Fee**

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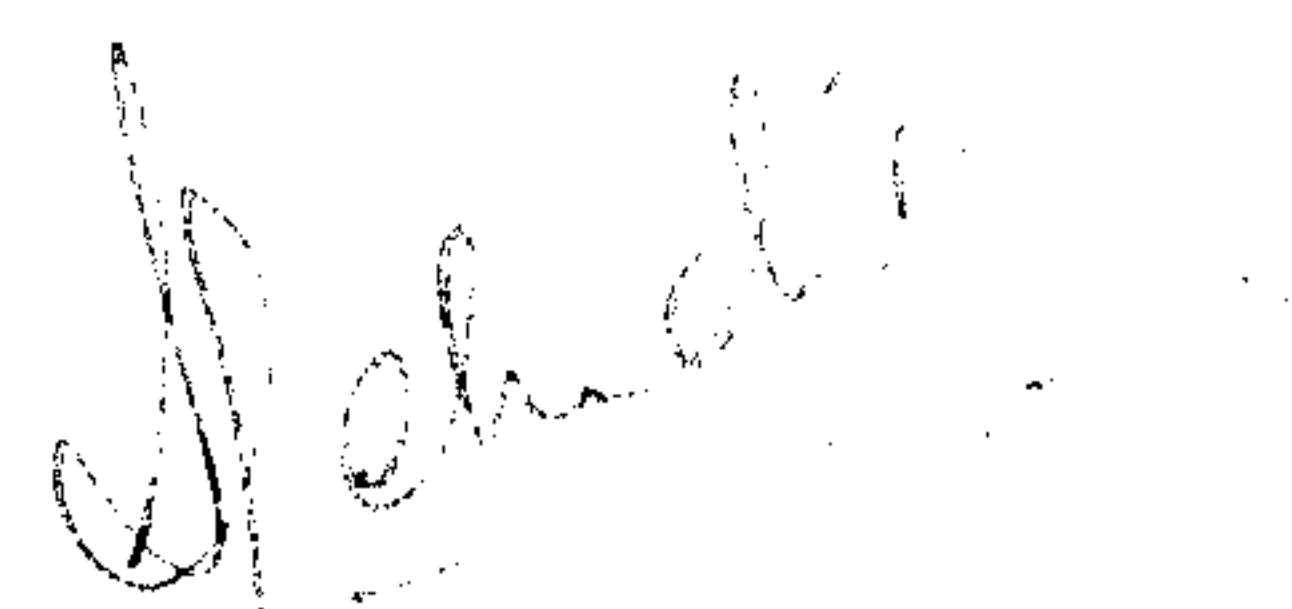
A clarification has been sought regarding time limit for preferring claim for refund of Wagon Registration fee (WRF).

The matter has been examined in consultation of Claims Branch of Traffic Commercial Directorate. As per the provisions of Goods Tariff No.41 Pt.I (Vol.I), there are two ways of payment of Wagon Registration Fee (WRF) viz. (i) payment of WRF at each time an indent is made and (ii) debiting WRF from lump sum deposit maintained by a rail user with Railway administration at the time of making an indent. Further, Board's letter No.2907-TC/VII dt.25.04.1955 (copy enclosed) stipulates that the time limit for preferring claim for the refund of WRF is three years from the date of its payment or from the date of last debit in case of lump sum deposit. This time limit is considered adequate. No officer is empowered to consider the time-barred cases of Wagon Registration Fee.

This issues with the concurrence of Finance Directorate of the Ministry of Railways.

*(This disposes off NWR's reference Nos.C.443/0 dt.13.03.2014 & 21.04.2014)*

*DA: as above*

  
**(Aashima Mehrotra )  
Director, Traffic Comml. (Rates)  
Railway Board**



In ref. to  
Rule 201.16(c)

①

011-23341721

S.N. 16

109

(COPY)

Government of India  
Ministry of Railways  
(Railway Board)

No. 2907-TC/VII.

New Delhi, the 25th April 1955.

To

The Indian Railways.

Sub: Time limit for payment of  
wagon registration fees.

It has come to the notice of the Railway Board that no uniform policy is followed in regard to the observance of the time limit for claims for refund of wagon registration fees.

2. The Railway Board have examined the matter and have decided that the time limit for preferring claims for the refund of wagon registration fees should be three years from the date of payment of registration fees.

Sd/-

(V. Srinaman)  
Asstt. Director, Traffic,  
Railway Board.

No. 2907-TC/VII.

New Delhi, the 25th April, 1955.

Copy forwarded to other class II and III Railways for information and guidance.

Sd/-

(V. Srinaman)  
Asstt. Director, Traffic,  
Railway Board.

No. 2907-TC/VII.

New Delhi, the 25th April, 1955.

Copy forwarded to the D.R.A. (with 25 spare copies) for information.

Sd/-

(V. Srinaman)  
Asstt. Director, Traffic,  
Railway Board.

12/2/69.

Sl. No. 427

(COPY)

Government of India  
Ministry of Railways  
(Railway Board)

No.2007-TC/VII

New Delhi, the 25<sup>th</sup> April 1955.

To

The Indian Railways.

**Sub: Time limit for Refund of wagon registration fee**

It has come to the notice of the Railway Board that no uniform policy is followed in regards to the observance of the time limit for claims for refund of wagon registration fees.

2. The Railway Board have examined the mater and have decided that the time limit for prefering claims for the refund of wagon registration fee should be three years from the date of payment of registration fees.

Sd/-  
(V.Sriraman )  
Asstt. Director Traffic  
Railway Board

No.2007-TC/VII

New Delhi, the 25<sup>th</sup> April 1955

Copy forwarded (i) Other class II and III Railways for information and guidance.

Sd/-  
(V.Sriraman )  
Asstt. Director Traffic  
Railway Board

No.2007-TC/VII

New Delhi, the 25<sup>th</sup> April 1955

Copy Forwarded to the D.H.A. (with 25 spare copies) for information.

Sd/-  
(V.Sriraman )  
Asstt. Director Traffic  
Railway Board

10  
12/2/69  
Sl.no.427