



EAST COAST RAILWAY

Office of the
Pr. Chief Commercial Manager
Rail Sadan,
Chandrasekharapur,
Bhubaneswar – 751023

Commercial Circular No. 206(GC) Parcel / 2021

Date: 21.06.2021

Sub:General guidelines for Advance Booking of Parcel Space in SLRs and VPs attached to Passenger Carrying Trains and Time-Tabled Parcel Special Trains.

Ref:Railway Board's letter No. 2020/TC(FM)11/29 dated 11.09.2020 (PCCM/ECOR's CC No.214(GC)/Parcel/2020 dated 11.09.20) and dated 21.09.2020 (PCCM/ECOR's CC No. 238(GC)/Parcel/2020 dated 24.09.20) and dated 20.11.2020 (PCCM/ECOR's CC No. 315(GC)/Parcel/2020 dated 23.11.20)

Enclosed please find herewith General guidelines for Advance Booking of Parcel Space in SLRs and VPs attached to Passenger Carrying Trains and Time-Tabled Parcel Special Trains for information and necessary action. The instructions of the enclosed General Guidelines for Advance Booking of Parcel Space (04 Pages) will be effective from **22.06.2021**.

The above general guidelines for Advance booking of Parcel Space are issued subject to addition, deletion and any other instructions/amendments/clarifications issued by Railway Board from time to time pertaining to Advance Booking of Parcel Space.

All concerned to note and act accordingly.

Encls: As above (04 Pages),


21/6/21

(P. P. Sinha)

Asst. Commercial Manager (FS)
For Pr. Chief Commercial Manager

No. PCCM/432/Parcel & Luggage/2019

Date: 21.06.2021

Copy to:-

All SMs/Goods Supervisors/ Comml. Supervisors/Siding clerks/Booking Clerk in charges/Parcel Clerk/ weigh Bridge clerks/City Booking Agencies.

Copy for information and necessary action to the:-

PCOM, SDGM, FA & CAO(T), Chairman/RCT/BBS, Dy CVO(T), DY CCO, Dy COM(FOIS), CFTM, PO/RCT, Audit Officer/ECOR/BBS, Rates Section/CCM/ECOR/BBS,

GM(PMS)/CRIS/NDLS

DRM/KUR, WAT & SBP/ECOR, Sr DOM/KUR, WAT, SBP/ECOR, Sr DCM/KUR, WAT, SBP/ECOR,

Traffic Manager/Visakhapatnam port trust (VZP), Paradeep port Trust/PRDP.


21/6/21

(P. P. Sinha)

Asst. Commercial Manager (FS)
For Pr. Chief Commercial Manager

East Coast RailwayGeneral guidelines for Advance Booking of Parcel Space in SLRs and VPs attached to Passenger carrying trains and Time-Tabled Parcel Special Trains.

Ref: Railway Board's letter No. 2020/TC (FM)/11/29 dated 11.09.2020 (This office CC No. 214(GC)/Parcel/2020 dated 11.09.20) and dated 21.09.2020 (This office CC No.238(GC)/Parcel/2020 dated 24.09.20) and dated 20.11.2020(This office CC No.315(GC)/Parcel/2020 dated 23.11.2020).

In pursuance to Railway Board's directives for permitting Advance Booking of Parcel Space in SLRs & Parcel Vans (Non-indentend) attached to passenger carrying trains and Time-Tabled Parcel Special Trains, following guidelines/procedures are issued for uniformity, smooth and effective implementation of the policy over this Railway:-

Documentation & procedure for registration:

1. Advance booking of parcel space in SLRs & Parcel Vans (Non-indentend) attached to passenger carrying trains and Time-Tabled Parcel Special Trains, shall be permitted 120 days in advance.
2. Registration for advance booking of parcel space shall be permitted on "First Cum First Serve" basis.
3. Advance booking of parcel space shall be train specific. Train originating from ECoR, advance booking may be done by any station of the zone. However, freight to be charged from originating to destination of the train. Registration/Acceptance for advance booking of parcel space shall be permitted by any station for the train/s originating within their Division/Zone only, from originating to Destination with booking & loading facility at intermediate station (Station where registered for **Advance booking only**). However, unloading facilities may be provided at any station/s for which parcels are booked under Railway Receipt subject to stoppage timings provided at the station by that train.
4. For advance booking, other than train originating station, necessary permission to be obtained from the Sr DCM of originating division to avoid double booking.
5. To streamline this procedure, registration for advance booking of parcel space may be done by the stations for the trains originating from their Division/Zone only to ensure smooth allotment of parcel space & accountal procedure. Division should make necessary arrangement for smooth allotment of parcel space and proper co-ordination to be ensured within the divisions to avoid allotment of same parcel space in a particular day to multiple customers to avoid public complaints.
6. Customer intending for advance booking of parcel space shall have to approach concerned CPS / In-charge of Parcel Office within business hours (10.00 hrs to 18.00 Hrs) and submit an application duly mentioning the relevant details like Train no, date, Space required(SLRs & VPs), tonnage to be booked, from station and to station etc. for registration within the time limit prescribed.
7. At the time of booking of parcels, submission of Forwarding Note, photo copy of ID proof along with documents related to compliance of instructions regarding e-way bill and GST etc. issued from time to time, should be ensured at par with normal booking.

Payment particulars & issuance of Money receipt:

8. Advance booking of parcel space shall be permitted subject to payment of 10% of total freight by the customer at the time of booking. It is the discretion of the Railways to allot committed parcel space for advance booking through CPS/SMR subject to availability of SLRs/VPs and based on allotted quota in the intended train by the division, if any.

Singh (Sd/-) 15/6/21

[Signature]
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9. CPS will arrange to issue money receipt for the same indicating the relevant details of Advance Booking particulars like party name, train no, date, type of parcel space, Tonnage, from/to station etc.
10. Balance payment (90%) of the freight shall be ensured **atleast 72 hours** before the Scheduled departure of trains, falling which the advance booking will be cancelled and advance freight will be forfeited. CPS will arrange to issue money receipt for 90% of the freight duly indicating the relevant details of Advance Booking particulars along with 10% freight earlier paid.
11. In Parcel Management System (PMS), Money receipt can be issued opting MR reason **Advance freight (Parcel Space) 10% or Advance Freight (Parcel Space) 90%** (Linking to MR particulars of Advance freight (Parcel Space) 10% in case of balance 90% freight) duly recording proper remarks in the column provided.
12. Advance booking of Parcel space in trains where parcel space (SLR or VP) has already been Leased Out, shall be permitted at freight equivalent to the highest lump-sum leased freight rate for that trains, subject to minimum freight rate as per the categorisation of train.
13. A register pertaining to "Advance Parcel Booking" shall be maintained train wise by CPS duly recording Booking registration date, train no, date of booking, tonnage, from & to station, total freight, 10% freight with Money receipt No, 90% freight with money receipt No and booking particulars after parcel booking etc for proper reconciliation. In case of cancellation, forfeiture of amount for advance booking of parcel space, details also to be recorded with remarks. A photo copy of the Advance Booking Register" are to be submitted to Traffic Accounts Office along with returns for post checking reconciliation duly certified by Sr. TIA and CPS/SMR of the concerned station.

Booking of Parcels:

14. On the day of booking, customer shall bring consignments to the Railway Premises well in advance, atleast 02 hours before the Schedule departure of train for completion of parcel booking formalities like weighment, booking and marking on submission of prescribed documents including surrendering of original MRs for advance booking.
15. Parcel Way Bill shall be issued for **Zero value** against already issued MRs for advance freight paid duly indicating the MR No/date & Amount adjusted against the freight. Details of PWB and date to be also recorded in the MRs for proper reconciliation.
16. Similarly, for booking of parcel in PMS against advance booking, PWB can be issued for **zero value** under option **FREE TRAFFIC** type duly incorporating relevant Money receipt particulars, date of issue, validity and amount etc. for the said advance booking.
17. Pre-ponement & post-ponement of advance booking shall not be allowed. However, party can register booking for earlier days or later days instead of the already booked days, which can be dealt by treating it as cancellation of registration for advance booking and fresh registration for booking subject to compliance of provision for the same.
18. Railway shall not be responsible for failure on the part of the customer to bring the consignments to Railway premises within time for completion of booking formalities and in such case, freight shall be forfeited. In no case, train shall be detained on account of customers.

Loading, unloading, delivery & overloading of parcels:-

19. In connection with reserve of minimum space with Railways in each originating train to facilitate booking of passenger's luggage, booking of Newspaper and magazines, Division may decide based on demand of that traffic on that particular, any alternative train for the destination etc. Otherwise, full carrying capacity of the parcel space may be given for advance booking to maximize utilisation of parcel space.

Vinay Kumar 15/9/24

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20. Advance booking of Parcel space to be treated on par with Normal Railway booking for booking, weighment, marking, loading, unloading, reckoning free time & delivery purpose. However, Division may explore the possibilities of utilising labours engaged by the customers for loading & unloading of parcels on party's account, without payment of handling cost for the same. Necessary undertaking may be obtained from the party for the same. However, parcel handling should be done only under the supervision of Railway staff (CPS/Parcel staff) safeguarding the interest of Railways.
21. Loading, unloading & delivery of parcels shall be done under supervision of Railway staff. All out efforts shall be made to ensure loading of parcels within the carrying capacity of the Parcel space and no overloading is resorted to. However, in case of detection of over loading in advance booking, necessary undercharges as per the normal Railway booking or freight at the highest lumpsum lease freight, whichever is higher, shall be collected.
22. All out efforts shall be made to despatch the booked parcels under advance booking in the registered trains without fail. If advance booked parcels could not be loaded/despached on the nominated trains on account of the party, no further despatch of parcels to be done as parcel space was booked /reserved for the party only for the nominated trains on a particular day. Necessary remarks to be given in this regard in advance booking register with information to all concerned. However, if booked packages could not be loaded on account of Railways, the same may be despatched by the convenient train with the permission of Sr DCM of the division duly recording the proper reason thereof.

Cancellation of Advance booking & refund:

23. In case, the booking is cancelled atleast 72 hours before the scheduled departure of train, half (50%) of the advance freight **excluding GST** shall be refunded to the customer on submission of application to CPS within business hour (10.00 hours to 18.00 hours) along with surrendering Original Money receipt issued for advance booking. CPS should ensure recording of date and timings of surrendering the original MR for cancellation of advance booking so as to prevent misuse of refund.
24. Similarly, cancellation of money receipt or refund should be strictly be made in **PMS only** , duly recording the reason for cancellation - **M. R. Refund (Advance freight)** with proper reconciliation of MR particulars duly ensuring time limit for refund and wharfage charge, if any, accrued on the consignments brought to the Railway premises.
25. Refund of 50% freight shall be permitted by CPS duly obtaining authority of Sr DCM's for granting refund from station collection.
26. No refund shall be granted for partial utilisation of the booked space reserved for advance booking.
27. In case of Railway's failure to provide Parcel Space in train on account of cancellation of train or for any other unforeseen reasons, full advance freight excluding GST shall be refunded / adjusted to the Party duly obtaining permission from Sr DCM of the division. In such case, Consignments shall be removed from the Railway premises immediately. CPS should ensure that facility of advance booking shall not be misused for occupying Railway premises for storage purpose.
28. In case of cancellation of parcel space for advance booking, all concerned should be advised to utilise the parcel space for maximum utilisation.

x *Vinay Kish 15/6/21*

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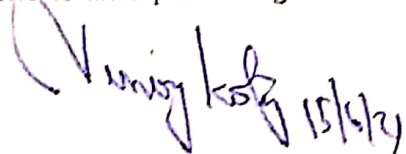
Others:-

29. For advance indenting of Parcel vans, to be attached to passenger carrying trains and time-tabled parcel Special trains, shall be permitted 120 days in advance subject to payment of "Wagon Registration Fee" as per extant rules. However, operational feasibility of attaching such indented parcel vans must be ensured before permitting advance booking.
30. Railway may go for temporary lease only for trains/periods where there is no demand/ takers for advance booking.
31. Uploading of GST particulars may be ensured as per extant rule in case of manual issue of MRs and booking of parcels.
32. As advised vide Railway Board's letter No. 2020/TC (FM)/11/29 dated 11.09.2020, in order to promote advance booking in bulk, applicable discount prescribed in the FM Circular No. 03 of 2021 may be granted subject to fulfilment of conditions prescribed therein, which is present valid upto 31.07.2021. However, the applicable rates for advance booking shall not be less than the base freight rate ('S', 'P', 'R' or 'R+25%' Scale- as per categorization of train) for any of the slab of discount.

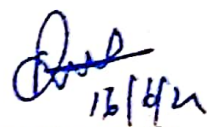
Accounting procedures and submission of returns:

33. While submitting returns to TAO, Certified copies of the MRs issued for Advance booking should be accompanied with Accounts foil of Parcel Way Bill (PWB) issued for zero value.
34. In case of cancellation/refund of advance freight, Station has to account the "cancellation charge for advance booking" in debit side on the date of refund and treat the original Money receipt issued to party as Voucher for taking on hand special credit. For proper accountal, money receipt for advance booking shall be issued train and date specific. The above particular procedure stands good until any further guidelines issued by RB in this regard
35. Monthly statement of advance booking particulars along with train wise space utilization and cancellation/refund statement should be submitted to Traffic Accounts while submitting the returns and balance sheet by 15th of the following Month for checking and reconciliation.
36. All the Refund, Cancellation, Earning statements should be submitted Traffic accounts Office duly signed by CPS and Sr. TIA of the concerned station.

The above general guidelines for Advance booking of Parcel space are issued subject to addition, deletion and any other instructions/clarification issued by Railway Board from time to time pertaining to advance booking of Parcel space.



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