EAST COAST RAILWAY

Office of the
Pr. Chief Commercial Manager
1st Floor, North Block, Rail Sadan
Bhubaneswar – 751017

Commercial Circular No.68 (GC)/Parcel/2022 Date: 23.02.2022

Sub: Advance Booking of Parcel Space in 'SLRs' and 'Parcel Vans'.

Ref: (i) Railway Board's letter No.2020/TC(FM)/11/29 dtd.21.02.2022 (Freight Marketing circular No.05 of 2022)
(ii) PCCM/ECoR's CC No.206(GC)/Parcel/2021 dtd.21.06.2021.
(iii) Railway Board's letter No.2020/TC(FM)/11/29 dtd.30.07.2021(PCCM/ECoR's CC No.264(GC)/Parcel/2021 dtd.30.07.2021).
(iv) Railway Board's letter No.2020/TC(FM)/11/29 dtd.05.07.2021(PCCM/ECoR's CC No.229(GC)/Parcel/2021 dtd.05.07.2021).
(v) Railway Board's letter No.2020/TC(FM)/11/29 dtd.02.02.2021(PCCM/ECoR's CC No.41(GC)/Parcel/2021 dtd.03.02.2021).
(vi) Railway board's letter No.2020/TC(FM)/11/29 dtd.20.11.2020(PCCM/ECoR's CC No.315(GC)/Parcel/2020 dtd.23.11.2020).
(vii)Railway board's letter No.2020/TC(FM)/11/29 dtd.21.09.2020(PCCM/ECoR's CC No.238(GC)/Parcel/2020 dtd.24.09.2020).
(viii)Railway board's letter No.2020/TC(FM)/11/29 dtd.11.09.2020(PCCM/ECoR's CC No.214(GC)/Parcel/2020 dtd.11.09.2020).

1. Enclosed find herewith a copy of Railway Board's letter No.2022/TC(FM)/11/29 dated.21.02.2022 (Freight Marketing Circular No.05 of 2022) regarding " Advance Booking of Parcel Space in SLRs and Parcel Vans" .
2. The Circular/letters, as mentioned in Railway Board's letter No. 2020/TC(FM)/11/29 dtd.21.02.2022 (Freight Marketing circular No.05 of 2022) and its corresponding CCM/ECoR's Commercial Circulars are mentioned under reference.
3. Accordingly, the JPO on 'General guidelines for Advance booking of Parcel Space in SLRs and VPs attached to Passenger carrying trains and time-Tabled parcel Special Trains' circulated vide Commercial Circular No.206 (GC)/Parcel/2021 dtd.21.06.2021 is withdrawn .

All concerned to please note and act accordingly

These instructions shall come into force with effect from 01.03.2022.

Authority: Railway Board's letter No.2022/TC(FM)/11/29 dated.21.02.2022

Encls: As above (08 pages)

P. Sinha 23/02/22
(P.P.Sinha)
Sr. Commercial Manager (FS)
Dt.23.02.2022

No.PCCM/432 /Parcel& Luggage /2019

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, PFA, CFTM,SDGM,FA & CAO(T),Chairman/RCT, Dy CVO(T), DY CCO, Dy COM(FOIS),PO/RCT, Audit Officer/ECOR/BBS. Rates Section/CCM/ECoR/BBS, DRM/KUR, WAT& SBP/ECoR, Sr DOM/KUR, WAT&SBP/ECoR, SrDCM/KUR,WAT&SBP/ECoR,Traffic Manager/Visakhapatnam Port trust (VZP), Paradeep Port Trust/PRDP.

P. Sinha 23/02/22
(P.P.Sinha)
Sr. Commercial Manager (FS)

FREIGHT MARKETING
CIRCULAR No. 05 of 2022

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

No. **2020/TC(FM)/11/29** New Delhi, dated **21.02.2022**

The General Managers,
All Zonal Railways.

Sub: Advance booking of parcel space in 'SLRs' and 'Parcel Vans.'

Ref: This office letters of even number dated 11.09.2020, 21.09.2020, 20.11.2020, 02.02.2021 & 30.07.2021; and letter No. 2020/TC(FM)/11/29-Pt.1 dated 05.07.2021.

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Various instructions regarding advance booking of parcel space in SLRs and Parcel Vans in passenger-carrying and parcel special trains have been issued vide Railway Board's letters under reference. Based on the experience gained and the feedback received from Zonal Railways as well as customers, it is felt that the guidelines of advance booking of Parcel space need to be further stream-lined and elaborated.

Hence, it has been decided that, in supersession of the earlier guidelines issued in this regard, advance booking of parcel space may be done as per the following procedure and guidelines; for all passenger-carrying trains starting from its originating station on **01.03.2022** and onwards:

1. Advance booking of parcel space in SLR compartments

1.1 Zonal Railways may permit 'advance booking of parcel space' in SLRs attached to passenger-carrying trains – up to **90 days** in advance. Advance booking of parcel space shall be '*date and train specific*'.

1.2 The advance booking of parcel space in SLRs shall be of one or more full compartment(s) of the SLR.

1.3 Zonal Railways must examine the total space available in the concerned train (duly taking operational lease(s) of parcel space as well as requirement for luggage, perishables, etc, into account) and operational feasibility before initiating advance booking.

1.4 Advance booking of parcel space in SLR compartments shall be done from the originating station, till the destination station of the train.

1.5 Loading of the consignments shall be permitted only from the station where advance booking has been done, after completion of all commercial formalities (including weighment and issue of P.W. Bill). Loading will not be permitted from any station other than the booking station.

1.6 ***Charging of parcel space under advance booking in SLRs:***
The freight for advance booking in SLRs shall be charged as per the following procedure:

S.No.	Scenario	Advance freight
i)	If there is **no lease** of any type of parcel space in **SLR/VP** operational in the train at the time of booking/actual loading.	At **15% over the freight** at normal tariff rate applicable for that train as per category of the train/ service (i.e. scale-S, scale-P, scale-R, or scale-R+25%) from the originating/ booking-cum-loading station to the destination station.
ii)	If there is a **running/ operational** lease of parcel space in **SLR** of the train. *(**Note**: Operational leases of Parcel Vans, if any, shall not be considered for this purpose)*	At the **highest lump-sum leased freight rate** for running/operational lease(s) of SLRs in that train subject to the minimum freight as mentioned at (i) above.*

* The principles of charging are explained as per the following illustration:

Illustration I:
If the normal tariff rate from origin (station A) to destination (station B), as per the applicable scale, is Rs 10,000/- per Tonne, then –

Case 1: If there is no running/ operational lease of SLR space in that train, then the advance booking shall be charged at 15% above the normal tariff rate, i.e. at Rs 11,500/- per Tonne for station A to station B.

Case 2: If there is an operational lease of parcel space in SLR of the train from station A to station B at Rs 11,000/- per Tonne per trip (which is less than 15% above the normal tariff rate), then the advance booking shall be charged at Rs 11,500/- per Tonne for station A to station B.

Case 3: If the operational lease in SLR of the train from station A to station B is at Rs 12,000/- per Tonne per trip (which is more than 15% above the normal tariff rate), then the advance booking shall be charged at Rs 12,000/- per Tonne for station A to station B.

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1.7 50% of the total freight (to be calculated as per the provision laid down in Para 1.6 above) shall be deposited by the customer at the time of advance booking. Balance (50%) payment of the freight shall be ensured at least 72 hours before the scheduled departure of train – failing which the advance booking will be cancelled and advance freight will be forfeited.

1.8 Half (50%) of the advance freight paid will be refunded in case the advance booking is cancelled at least 72 hours before the scheduled departure of the train. However, there shall be no refund if the cancellation is done after the deadline of 72 hours before the scheduled departure.

2. Advance booking of parcel space in Parcel Vans

2.1 Advance booking of Parcel Vans attached to passenger-carrying trains may be permitted upto 90 days in advance from any (originating or intermediate) station to any (intermediate or terminating) station, subject to the operational feasibility of attaching/ detaching Parcel Vans at the concerned stations. Advance booking of parcel space shall be '*date and train specific*'.

2.2 Advance booking of Parcel Vans will be different from the normal indenting of Parcel Vans. If the party gives request for attachment of Parcel Van(s) in a specific train on specific date(s), it will be treated as advance booking of Parcel Vans. However, if the party submits an indent for Parcel Van(s) to any destination along with 'Wagon Registration Fees' as per extant rules, it shall be treated as indented/ demand Parcel Van.

2.3 Parcel Vans booked under advance booking shall be given preference in allotment of Parcel Vans, and also in attachment to trains for which advance booking has been made.

2.4 ***Charging of parcel space under advance booking of Parcel Van:***
For advance booking of Parcel Vans, the freight shall be charged as per the following procedure:

S.No.	Scenario	Advance freight
i)	If there is **no lease** of parcel space (either in SLR or in Parcel Van) operational in the train.	At **15% over the freight** at normal tariff rate applicable for Parcel Vans in that train as per category of the train/ service (scale-P, scale-R, or scale-R+25%) from the station of attachment to the station of detachment.

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S.No.	Scenario	Advance freight
ii)	If there is a **running/ operational** lease of parcel space in **SLR** of the train, but **no leasing of Parcel Van(s)**	At **35% over the freight** at normal tariff rate applicable for Parcel Vans in that train as per category of the train/ service (scale-P, scale-R, or scale-R+25%) from the station of attachment to the station of detachment.
iii)	If there is **leased Parcel Van** operational in the train. *(**Note**: Operational leases of space in SLR(s), if any, shall not be considered for this purpose)*	At the **highest lump-sum leased freight rate** for operational lease(s) of **Parcel Vans** in that train subject to the minimum freight as mentioned at (i) above.*

* If the distance for which Parcel Van has been leased is different than the distance for advance booking of Parcel Van, the highest lump-sum leased freight rate shall be converted on pro-rata basis to the actual distance for advance booking. The principles of charging are explained as per the following illustration:

Illustration II:
If the normal tariff rate for any train from origin (station A) to destination (station B), as per the applicable scale, is Rs 10,000/- per Tonne, then –

Case 1: If there is no running/ operational lease in that train, then the advance booking shall be charged at 15% above the normal tariff rate, i.e. at Rs 11,500/- per Tonne for station A to station B.

Case 2: If there is an operational lease of parcel space in SLR of the train from station A to station B (but no operational lease of Parcel Van), then the advance booking shall be charged at 35% above the normal tariff rate, i.e. at Rs 13,500/- per Tonne for station A to station B.

Case 3: If there is an operational lease of Parcel Van in the train at Rs 12,000/- per Tonne per trip (which is more than 15% above the normal tariff rate), then the advance booking shall be charged at Rs 12,000/- per Tonne for station A to station B.

Case 4: If the customer desires to advance book Parcel Van from station C to station D (intermediate stations, subject to operational feasibility), then the highest lump-sum lease rates shall be converted to the distance from station C to station D for the purpose of comparison as explained in case 3 above.

2.5 In case of advance booking of Parcel Vans, the full freight (to be calculated as per the provision laid down in Para 2.4 above) shall be deposited by the customer at the

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time of advance booking. There shall be no refund in case of cancellation of advance booking of Parcel Van.

General guidelines for advance booking of Parcel space in SLRs/VPs:

1. Zonal Railways must take all possible efforts to allot Parcel space (especially in trains where demand for advance booking is more) on long-term or short-term or temporary lease as per the CPLP, and instructions issued by Railway Board from time-to-time – so that we may get long-term traffic commitment from the party/parties at market determined rates. Advance booking of parcel space may be stopped if the Railway is able to allot the same space on long-term or short-term or temporary lease.

2. If there is an increase in the highest lump-sum leased freight rate after advance booking but before the actual day of loading, due to finalization of any leasing contract during the intervening period, then the party will be required to pay the revised freight. This revised freight (calculated as per para 1.6 or 2.4 of this Policy) shall become applicable three days after the issue of LOA for the leasing contract (for example, if the LOA for leasing contract in any train is issued on 10th February, then the revised freight for advance booking shall become applicable from 14th February).

3. In case of Railway's failure to provide parcel space in train on account of cancellation of train, or unavailability of Parcel Van(s), or for any other reason, the advance freight paid shall be refunded in full.

4. If party requests for unloading of consignments at intermediate station(s), the same may be permitted, for which the following procedure shall be adopted:

   i. Charging of the freight shall be for the complete distance, i.e. till the final destination station/ station of detachment of Parcel Van.

   ii. In such cases, one P.W. Bill shall be issued by the originating station, reflecting the total freight collected from the originating/ booking-cum-loading station to the destination station; and supplementary P.W. Bill(s) shall be issued free of cost for each intermediate station where parcels will required to be unloaded. Delivery of the parcels shall be granted at intermediate station(s) after surrender of the concerned supplementary P.W. Bill at that station.

   iii. The original/ main P.W. Bill must be endorsed with remarks regarding details of number of packages, tonnages, name of the intermediate station where unloading will take place along with the corresponding supplementary P.W. Bill Number. These details should be furnished clearly for each intermediate station.

   iv. Similarly, the supplementary P.W. Bill(s) so issued must also be endorsed with remarks that '***Total freight has been collected vide original P.W. Bill No:.***'

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v. The unloading and delivery at en-route station(s) shall be permitted only at stations which are open for parcel traffic, and where the train has at-least 5 minutes of stoppage in case of SLRs, and 10 minutes in case of Parcel Vans. No extra detention of train will be permitted on this account. If any extra detention takes place, the party will be barred from further unloading its consignments at that station.

vi. Under no circumstances, en-route re-loading of consignments, against the same space, will be permitted.

5. The responsibility of loading and unloading the consignments will lie with the party. There will be no restriction on loading of oversized/ bulky packages also.

6. The consignments booked under advance booking of parcel space shall be subject to the applicable weighment policy for parcel traffic, and Railway Administration will reserve the right to weigh the consignments at any station (originating, en-route, or terminating).

6.1 If any overloading is detected in a SLR compartment booked in advance, it will be treated in a manner similar to leased SLR compartment, only for the purpose of 'punitive action for the overloading', as detailed in Para 1.4.1 and 1.4.2 of the Freight Marketing Circular No. 07 of 2021, as amended from time-to-time.

6.2 If any overloading is found in a Parcel Van booked under this scheme, it will be treated in a manner similar to leased Parcel Van, only for the purpose of 'punitive action for overloading', as detailed in Para 1.4.1 and 1.4.3 of the Freight Marketing Circular No. 07 of 2021, as amended from time-to-time.

7. Advance booking shall 'normally' be done at least 72 hours before the scheduled departure of the train. If a party approaches the station for advance booking of parcel space 72 hours or more in advance of the departure of train, the same shall be permitted subject to deposition of full freight by the party and subject to operational feasibility. However, advance booking of parcel space shall not be permitted less than 24 hours of the departure of the train.

8. The SLRs or Parcel Vans containing consignments booked under advance booking shall be transported in a manner similar to those carrying normal Railway-booked consignments – i.e. under Guard's charge under Railway seal. Party shall be allowed to put its own lock also (in addition to Railway seal) on the SLR compartment or Parcel Van.

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FREIGHT MARKETING
CIRCULAR No. 05 of 2022

These instructions shall come into force with effect from **01.03.2022**. Advance booking done prior to the issue of this Circular (for train services from **01.03.2022** onwards) shall be honoured by Railway provided the customer agrees to pay the revised freight charges, and pays the complete dues 'as per the revised freight charges' at least 72 hours before the scheduled departure of the train. If the customer is not willing to pay the revised freight charges, as stipulated in Para 1.6 and 2.4 of this circular, atleast 72 hours before the scheduled departure of the train(s) starting on **01.03.2022** or onwards, the previous advance booking may not be honoured and advance deposited freight may be refunded in full.

This issues in consultation with Coaching Directorate, and with the concurrence of Finance Directorate of Ministry of Railways.

Zonal Railways must ensure strict compliance of the above instructions.

Receipt of this letter may please be acknowledged.

21.02.2022

(Ashutosh Mishra)
Joint Director Freight Marketing

No. **2020/TC(FM)/11/29** New Delhi, dated **21.02.2022**

Copy forwarded to:

1. The Deputy Comptroller & Auditor General of India (Railways) Room No. 224, Rail Bhawan with 36 spares.
2. Principal Financial Advisors, All Indian Railways.

21.02.2022

For Member (Finance)/Railways

No. **2020/TC(FM)/11/29** New Delhi, dated **21.02.2022**

Copy forwarded for information and necessary action to:

1. The Principal Chief Operations Managers, All Indian Railways.
2. The Principal Chief Commercial Managers, All Indian Railways.
3. The Chief Passenger Transportation Managers, All Indian Railways.
4. The Chief Commercial Managers (FM), All Indian Railways.
5. Director General, RDSO, Manak Nagar, Lucknow.
6. Director, Indian Railways Institute of Transport Management (IRITM), Manak Nagar,Lucknow.
7. Director General, National Academy of Indian Railways, Vadodara.
8. Managing Director/ Chief Commercial Manager, Konkan Railway Corporation, Belapur Bhawan, Plot No. 6, Sector-11, CBD Belapur, Navi Mumbai-400014.
9. Managing Director, Centre for Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
10. Managing Director, DFCCIL , Pragati Maidan, New Delhi.

21.02.2022

(Ashutosh Mishra)
Joint Director Freight Marketing

FREIGHT MARKETING
CIRCULAR No. 05 of 2022

No. **2020/TC(FM)/11/29** New Delhi, dated **21.02.2022**

Copy for kind information to:
1. Chairman & CEO, Member (O&BD), Member (Finance), Member (Infra.), Member (T&RS), DG(RPF), and Secretary Railway Board, New Delhi.

2. AM(Traffic), AM(C), Adv (Infra), Adv. (Vig), EDTC(Rates), EDTT(M), EDTT(S), EDTT(F), ED(Plg.) EDT(PPP), EDV(T), EDF(C), DTT(Coord), OSD/Chairman & CEO, OSD/Member (O&BD), Co-Chairman/TMIR, Chairman and Convener/AGE and DTC(R)/ Railway Board, New Delhi.

21.02.2022

(Ashutosh Mishra)
Joint Director Freight Marketing