

EAST COAST RAILWAY

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

Commercial Circular No.255 (GC)/Parcel/2021

Date: 27.07.2021

Sub: Use of new features/Enhancement in Parcel Management System(PMS).

Ref:- CAO/PIS/Northern Railway's letter No.CAO/PIS/93/PMS/Phase-I/Rollout
issues/IR/2014/Part-I dated.26.07.2021)

Enclosed please find herewith a copy of CAO/PIS/ Northern Railway's
letter No.CAO/PIS/93/PMS/Phase-I/Rollout issues/IR/2014/Part-I
dated.26.07.2021 regarding "Use of new features/Enhancement in Parcel
Management System (PMS)", which is self explanatory for information and
necessary action.

All concerned to note and act accordingly.

Authority: Northern Railway's letter No.CAO/PIS/93/PMS/Phase-I/Rollout
issues/IR/2014/Part-I dated.26.07.2021

Encl: As above (01 page)

No.CCM/457/PMS/10/Pt.IV

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, Sr DCM/KUR,WAT,SBP/ECOR, Traffic
Manager/Visakhapatnam Port trust (VZP), Paradeep Port Trust/PRDP.


(P.P.Sinha)

Asst. Commercial Manager (FS)
For Pr.Chief Commercial Manager
Dt. 27.07.2021


(P. P. Sinha)

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

उत्तर रेलवे
NORTHERN RAILWAY

Office of Chief Administrative Officer (PIS)
IRCA Building, State Entry Road,
New Delhi 110055

No: CAO/ PIS/ 93/ PMS/ Phase-I/Rollout issues/IR/2014/Part-I

दिनांक : Dated: 26 July 2021

The Principal Chief Commercial Managers:

West Central Railway, Jabalpur
North Eastern Railway, Gorakhpur
South East Central Railway, Bilaspur
North Central Railway, Prayagraj
Southern Railway, Chennai
Eastern Railway, Kolkata
Central Railway, Mumbai
South Central Railway, Secunderabad

East Coast Railway, Bhubaneswar
Western Railway, Mumbai
North Western Railway, Jaipur
South Western Railway, Hubli
East Central Railway, Hajipur
N.F. Railway, Malegaon
South East Railway, Kolkata
Northern Railway, New Delhi.

Subject: Use of new features/ Enhancement in Parcel Management System (PMS).
Reference: GM/ PMS/ CRIS's letter no. 2017/ CRIS/ NDLS-HQ/ PMS/ Implementation/ PMIS/ 0174/ Pt-1 dated 19.07.2021.

CRIS has introduced two features in PMS, which are enumerated as under:

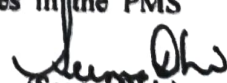
1. E-forwarding note

- a. **Procedure:** Customers can now generate "e-forwarding note" through their registered user account over the website www.parcel.indianrail.gov.in. At the time booking of consignment (parcel/ luggage), the printout/ softcopy of the e-forwarding note is taken to the parcel office. While booking, complete details, as entered in the e-forwarding note is automatically populated on the PMS terminal. The parcel booking clerk can then straight away capture the weight of the consignment and issue the PW Bill to the customer.
- b. **Advantage:** This feature enhances the ease of booking for the customer as it saves the time by eliminating the need to fill up the forwarding note manually at the parcel office.

2. Loading summary to guard through SMS

- a. **Procedure:** The Actual Loading Summary can be sent to the mobile number of the Guard if it is fed at the time of generating the Loading Summary in the HHT/ Mobile App. The link sent to his mobile will enable him to see the summary of consignment loaded in his train.
- b. **Advantage:** In the absence of printed copy, the soft copy of the Loading Summary will enable the guard to effectively monitor the packages that are to be unloaded at the enroute/ destination stations.

Detailed guidelines regarding their use has been published on the Indian Railway parcel website. All concerned may be sensitized to extensively use these features in the PMS application at the parcel offices.


(Seema Dhir)

Chief Administrative Officer/PIS

Copy for information and necessary action to:

1. Chief Commercial Managers/ FM of all Zonal Railways
2. GM/PMS/CRIS, Chankyapuri, New Delhi
3. Executive Director (Freight Marking), Railway Board