

EAST COAST RAILWAY

Office of the
Principal Chief Commercial Manager
1st Floor, Rail Sadan
C.S.Pur, Bhubaneswar-17

Commercial Circular No.90(G)/2024

Date: 01.03.2024

Sub: Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY 2023 -24.

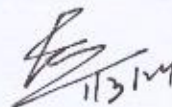
Ref: Railway Board's letter No.TC-I/2020/103/efile/1(3326889) dtd.01.03.2024.

A copy of Railway Board's letter No TC-I/2020/103/efile/1(3326889) dtd.01.03.2024 regarding "Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY 2023 -24 " is enclosed herewith for information and necessary action.

All concerned to note and act accordingly.

Authority: Railway Board's letter No.TC-I/2020/103/efile/1(3326889) dtd.01.03.2024

Encl: As above.



(T.K. Sahu)

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

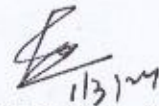
No. PCCM/80/OS/Guidelines/2023-24

Date: 01.03.2024

All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges / City Booking Agencies / Out Agencies.

Copy for information and necessary action to the:-

COM: ECoR/SER/SECR/NR/NFR/ER/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRly.
SDGM: ECoR/BBS, **Chairman:** RCT/BBS, **Dy.CVO:** ECoR/BBS, **Dy.COM(FOIS):** ECoR/BBS, **PO/RCT:** BBS,
CAO(FOIS): NDLS, **Audit officer:** BBS, Rates Section /CCM/ECoR/BBS -10 sets,
DRM: KUR,WAT,SBP/ECoR, **Sr.DOM:** KUR,WAT,SBP/ECoR, **CAO(FOIS),** CRIS/NDLSSr.DCM
:KUR,WAT/SBP/ECoR, **Dy.CCM(Claims):** E.Co.Rly, **PFA** :E.Co.Rly, **FA & CAO(T):** ECoR/BBS **Traffic**
Manager: VZP, Paradeep Port Trust / Paradeep, Divisional Commercial Controller: KUR, WAT & SBP.



(T.K. Sahu)

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

Government of India (भारत सरकार)

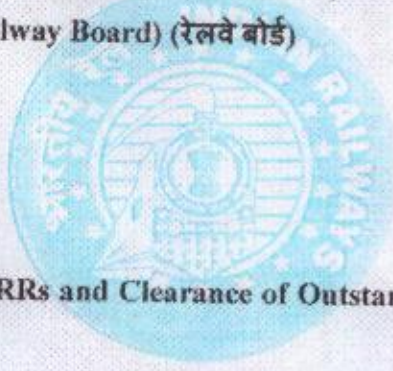
Ministry of Railways (रेल मंत्रालय)

(Railway Board) (रेलवे बोर्ड)

No.TC-I/2020/103/efile/1(3326889)

New Delhi, dt.01.03.2024

Pr. Chief Commercial Manager
All Zonal Railways



Sub: Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY2023-24

In order to ensure accountal of all rakes loaded before 23:59 Hours on 31st March 2024 and for Clearance of outstanding dues including Demurrage and Wharfage before closure of the financial year 2023-24 , following may be ensured:

- A:
- All rakes originating from any terminal which are loaded well before 23:59 Hours of 31.03.2024 should be accounted for in the current financial year 2023-2024 itself, if required by issuing Railway Receipts(RRs) in TMS on 'Sender Weight Accepted (SWA)' basis. Undercharge, if any, will be collected on subsequent rakes from the concerned party.
 - In case freight payment of any rake is to be done through Demand Draft(DD), then concerned party should be advised to submit DD well in advance.
 - Location wise details of SWA RRs generated on date(31.03.2024) should be kept on record. After weighment of rakes, Punitive Charge, if accrued on the aforesaid rakes, will have to be collected from the respective parties on their subsequent rakes.
 - Records of variations between RRs issued on PCC/SWA basis must be kept rake wise, customer wise and any realization particulars on account of punitive charges and other charges should be endorsed and intimated to Commercial Department of Zonal Railway with complete details.

These instructions are applicable only for the rakes loaded on 31.03.2024.

- B:
- Coordinate/organize and take all possible action to maximize realization of outstanding dues including Demurrage and Wharfage Charges before closure of the financial year 2023-24.
 - Commercial officials may be deputed to closely monitor Major Depots to ensure timely issue of Railway Receipts against loading done on the last day of the current month.

In wake of continuous holidays and bank closures, customers be contacted to ensure hassle free payment of freight. All concerned may be advised to ensure strict compliance.

Necessary instructions may be issued to Sr.DCMs accordingly.

(अतुल कुमार)

संयुक्त निदेशक (दर) I

रेलवे बोर्ड