

EAST COAST RAILWAY

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

Commercial Circular No.395 (GC)/Parcel/2024

Date: 22.11.2024

Sub: Standard Operation Procedure (SOP) for Booking of parcels from non-PMS stations (as a Proxy locations)

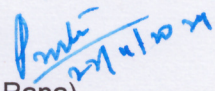
Ref:- Railway Board's letter No.2024/TC(FM)/11/11 dated.21.11.2024

Enclosed please find herewith a copy of Railway Board's letter No. 2024/TC(FM)/11/11 dated.21.11.2024 regarding "**Standard Operation Procedure(SOP) for Booking of parcels from non-PMS stations (as a Proxy locations)**" which is self-explanatory for information and necessary action.

All concerned to note and act accordingly.

Authority: Railway Board's letter No.2024/TC(FM)/11/11 dated.21.11.2024

Encl: As above (03 pages)


(Preeti Rana)

Dy. Chief Commercial Manager (FS)
For Principal Chief Commercial Manager

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

Dt. 22.11.2024

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.


(Preeti Rana)

Dy. Chief Commercial Manager (FS)
For Principal Chief Commercial Manager

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

रेल भवन - नई दिल्ली ,110001
Rail Bhawan, New Delhi - 110001

No 2024/TC(FM)/11/11

Date – 21.11.2024

PCCMs
All Indian Railways

Subject: Booking of parcels from non-PMS stations (as a Proxy locations)

Ref: (i) Dy. Dir/FM, RB letter no 2024/TC(FM)/11/11 date 06.11.2024.
(ii) Meeting with AM/C Railway Board held on 22.10.2024.
(ii) CRIS letter No CRIS/HQ/IMPT/15/2024-PMS date 20.11.2024.

Vide Board letter under ref-(iii), a list of Proxy locations has been forwarded to CRIS for booking of parcels from Non-PMS stations to PMS locations.

In this regard, kindly find enclosed here with, a brief SOP as prepared by CRIS, for implementation across all zones.

DA: As above

(Yasir Rizvi)
Dy. Director Freight Marketing
RAILWAY BOARD

Copy: AM/C Railway Board for kind information
GM/PMS, GM/UTS, CRIS
CAO/PIS,IRCA, New Delhi.



रेलवे सूचना प्रणाली केन्द्र

(रेल मंत्रालय भारत सरकार का संगठन)

CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation of the Ministry of Railways, Govt. of India)



No. CRIS/HQ/IMPT/15/2024-PMS

Dated 20.11.2024

Chief Administrative Officer/PIS,
IRCA Building,
State Entry Road,
New Delhi-110055

Sub: Booking of Parcels from non-PMS stations (as a Proxy Locations)

Ref: (i) Dy. Dir/FM, RB letter no. 2024/TC/(FM)/11/11/(e-34792379) dated 06.11.2024.
(ii) Meeting with AM (Commercial) Railway Board held on 22.10.2024

As discussed during the above referred meeting, a feature in PMS has been developed for booking of Parcels from non-PMS stations (as a Proxy Locations) to PMS locations.

A standard operating procedure (SOP) in this regard is attached as Annexure "A". You are requested to circulate it for implementation across Indian Railway.

In case of any inconvenience, kindly may contact Sh Bejoy Shanker Pal, PPE/PMS/CRIS on cell no. 9958996322 or Sh Ashish Maheshwari, PPE/PMS/CRIS on cell no. 8130797622.

(C L Sah)

General Manager/PMS

DA: Annexure "A"

Copy to: EDFM, Railway Board, New Delhi for information please

चाणक्यपुरी, नयी दिल्ली-110021
CHANAKYAPURI, NEW DELHI-110021

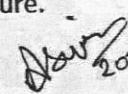
टेलीफोन/TELEPHONE : 24104525, 24106717 फैक्स/FAX : 91-11-26877893

Draft Procedure of Parcel Booking by PMS location (as proxy location) for Non-PMS Location

1. Non-PMS Locations have been defined in PMS System by CRIS as per Railway Board letter No. 2024/TC/(FM)/11/11/(e-34792379) dated 06.11.2024.
2. Login id will have to be created by Divisional user for staff of Non-PMS Location. Separate ID will have to be created for every Non-PMS Location (One supervisor and one booking clerk ID per non PMS location needs to be defined).
3. Non-PMS Location staff will provide their ID/Password to PMS (Proxy) Location over phone. PMS (Proxy) location staff will login in PMS application using credentials (ID, Password, station code) of Non-PMS Location staff.
4. Forwarding note details will be sent by Non-PMS Location to PMS (Proxy) location over phone along with Email id and Mobile Number of consignor and consignee.

OR

- a) Forwarding note may be filled up by the consignor after registering on PMS internet portal <https://parcel.indianrail.gov.in> and will take a printout of the Forwarding note.
 - b) This printed forwarding note will be verified by parcel clerk at Non-PMS location.
 - c) After verification of this Forwarding note, F/Note no. will be communicated to PMS (Proxy) location over phone and on feeding of this F/Note no. in PMS system, it will display the details of this forwarding note.
 - d) Actual weight/Declared weight will be entered in the PMS system after getting details from the Non-PMS Location.
5. PMS (Proxy)/Non-PMS Location will receive payment through Cash/QR Code/ BQR POS machine. After that Booking will be done and copy of e-PW Bill will be generated at PMS (Proxy) Location. Soft copy of e-PW Bill in pdf format will be sent to consignor over email and SMS will be sent to both consignor and consignee.
 6. At Non PMS Location manual marking (like PW Bill no., O-D pair etc.) on packages will be done before loading.
 7. Delivery of consignment will be taken on PMS location as per existing procedure.


20/11/24
(PPE/PMS)