

पूर्व तट रेलवे / EAST COAST RAILWAY

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

Commercial Circular No.139(GC)/Parcel/2025

Date: 10.04.2025

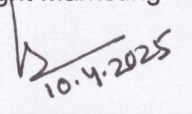
Sub: Revised format of “Manifest” for the parcel spaces loaded/unloaded by the party.

Ref: (i) Railway Board's letter No. 2022/TC(FM)/10/04-Part(1) dtd.09.04.2025(Freight Marketing Circular No.09 of 2025 dtd.09.04.2024)
(ii) FM Circular No.02/2024, issued vide Board's letter no.2023/TC(FM)/11/07 dtd.24.01.2024(This office commercial circular no.29(GC)/Parcel/2024 dtd.25.01.2024)
(iii) FM Circular No.12/2022, issued vide Board's letter of even no.dtd.14.06.2022(This office commercial circular no.206(GC)/Parcel/2022 dtd.14.06.2022)

Enclosed please find herewith a copy of Railway Board's letter No. 2022/TC(FM)/10/04-Part(1)dtd.09.04.2025 (Freight Marketing Circular No.09 of 2025 dtd.09.04.2025) regarding **“Revised format of “Manifest” for the parcel spaces loaded/unloaded by the party.”** which is self-explanatory for information and necessary action at your end.

All concerned to note and act accordingly.

Authority: Railway Board's letter No. 2022/TC(FM)/10/04-Part(1) dtd.09.04.2025 (Freight Marketing Circular No.09 of 2025 dtd.09.04.2025)


(G.R.Nayak)
Asst. Commercial Manager (FS)
For Pr. Chief Commercial Manager

No.PCCM/429 /e-Auctions(Leasing)/2022

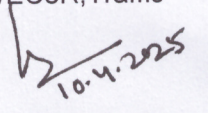
Dt. 10.04.2025

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.


(G.R.Nayak)
Asst. Commercial Manager (FS)
For Pr. Chief Commercial Manager

FM Circular No. 09 of 2025

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

No. 2022/TC(FM)/10/04-Part(1)

New Delhi, dated: 09.04.2025

Principal Chief Commercial Managers,
All Zonal Railways.

Sub: Revised format of 'Manifest' for the parcel spaces loaded/ unloaded by the party.

Ref: i. FM Circular No. 02/2024, issued vide Board's letter no. 2023/TC(FM)/11/07, dtd. 24.01.2024.

ii. FM Circular No. 12/2022, issued vide Board's letter of even no. dtd. 14.06.2022.

Certain cases of incomplete description of commodity/consignment in leased parcel spaces (SLR/VPs) have come to notice. As per the extant format of manifest, which was circulated vide Board's letters under reference, the leaseholder/ Aggregator/ Party has to furnish the 'No. of packages' and 'Description of Consignment'.


In modification of the format, it has been decided that henceforth, the leaseholder/ Aggregator/ Party will have to furnish as below:

| SN. | Existing column of the 'Manifest' | Revised column of the 'Manifest' | Example |
|-----|-----------------------------------|----------------------------------|---|
| 1. | No. of packages | No. & Details of the packages | 03 Carton Boxes, 07 Gunny bundles, 04 Steel trunks, 05 Wooden cases, etc. |
| 2. | Description of the consignment | Description of commodity | Woolen clothes, Household furniture, Household utensils, Wall bearings, Polyester clothes, etc. |

The Parcel Clerk accepting the manifest shall ensure that the description of commodity is amongst those classified in IRCA Goods Tariff No. 49, Part-I, Vol-II, and the prescribed packing condition for the commodity has been complied with. If any unclassified commodity is declared to be carried in 'leased parcel space' and 'Parcel Trains' (where loading/ unloading is done by the party), the Parcel Clerk should invariably collect the e-Way Bill for the package/ commodity, and check before acceptance of manifest that the HSN Code of the commodity does not fall under any inflammable category.

The copies of General Classification of Goods, as contained in the IRCA Goods Tariff No. 49, Part-I, Vol.II must be available at every locations where such 'Manifest' is accepted. Further, the commercial staff may give its wide publicity amongst the leaseholders/ Aggregators/ Parties to educate them of the consequences/ damages caused due to carriage of such commodities.

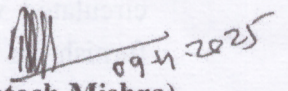
Necessary instructions may be issued to all concerned.


(Ashutosh Mishra)
 Director Freight Marketing
 Railway Board

FM Circular No. 09 of 2025**No. 2022/TC(FM)/10/04-Part(1)**New Delhi, dated: 09.04.2025

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.

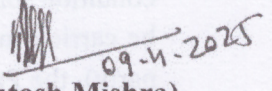

(Ashutosh Mishra)

Director Freight Marketing
Railway Board

No. 2022/TC(FM)/10/04-Part(1)New Delhi, dated: 09.04.2025

Copy for kind information to:

1. Chairman & CEO, Member (O&BD), Member (Finance), Member (Infra.), Member (T&RS), DG(RPF), DG(Safety), and Secretary Railway Board, New Delhi.
2. AM(Traffic), AM(C), PED/TT(M), PED(Vig), Adv (Infra), AM(M&BD), EDPM, EDTC(G)/NFR, EDTC(Rates), EDTT(M), EDTT(S), EDTT(F), ED(Coal), ED(Plg.), ED(CC), EDRS(RS), EDT(PPP), EDV(T), EDF(C), ED(BD), DTT(Coord).
3. EDPG/MR, OSD/MR, EDPG/MOSR(R), JDPG/MOSR(S), PSO/Chairman & CEO, OSD/Member (O&BD).


(Ashutosh Mishra)

Director Freight Marketing
Railway Board