

Government of India (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
(Railway Board रेलवे बोर्ड)

No.TC-I/2017/201/1

New Delhi, Dt. 07.01.2020

Pr. Chief Operations Manager
SECR

Sub: Advance stacking permission

Ref: (i) Chapter-II of Goods Tariff

(ii) Rates Master Circular/Demurrage-Wharfage-Waiver/2016/0

(ii) SECR's letter No.Optg/SECR/Gds/Policy/112 dt.11.12.2019

Please refer to SECR's letter under reference on the above-mentioned subject seeking guidance with regard to situations- (i) supply of rake in case customer has not applied for advance stacking permission and (ii) Railway's power for refusal of advance stacking permission & supply of rake for loading against an indent.

It is to state that **Rules for the Registration of indent, allotment and supply of wagons** and **Guidelines regarding advance stacking at Railway premises** are stipulated vide Chapter-II of Goods Tariff and Para 7.0 of Chapter-II of Rates Master Circular under reference (ii), which are self explanatory. Rule 201(10) of Chapter-II of Goods Tariff and Para 7.5 to 7.7 of Chapter-II of Rates Master Circular under reference (ii) are relevant with regard to situations mentioned by the Railway.

DA: as above

Shilpi Bishnoi
07/01/2020

(Shilpi Bishnoi)

Director, Traffic Commercial(Rates)
Railway Board

CHAPTER II

**RULES FOR THE REGISTRATION OF INDENT, ALLOTMENT
AND SUPPLY OF WAGONS**

201. The following rules lay down the procedure for the registration of indents for wagons/rakes over the Indian Railways. The Railway Administrations, after due notice, can make such temporary local variations in any of these rules as they consider fit, to meet any exceptional circumstances or to prevent misuse:-

- (1) (a) Registration of demands for wagons – All demands for dispatch of goods in wagon loads/train loads should be entered in the Wagon Demand/Priority Register maintained at the stations of goods sheds open for booking of goods in wagon loads/train loads. The signature of the sender or his representative should be taken in the appropriate column provided in the register after duly filling in all the other columns. The prescribed registration fee will be paid by the sender or his representative at the time of registration of demands for wagons. After the introduction of electronic registration of demand, the Wagon Demand/Priority Register shall be maintained by the Terminal Management System(TMS). In case of electronic registration of demand(e-RD), an acknowledgement shall be sent to the sender confirming registration of demand offered by him as per the procedure laid down. Where registration of demand is done at goods shed/station by presentation of the Forwarding Note, the sender shall be advised by the demand cum priority number generated by the system by the goods clerk.

(RC 21 of 2014)

- (b) In the case of sidings which are captive to a particular industry, the siding owners may be allowed to load wagons allotted against a particular indent to another destination provided it is not restricted or inconvenient to Railways on a particular day due to certain operating constraints.

(Board's letter No.TC-I/94/101/2 dt.17.02.1995)

In the case of sidings, where there is only one indenter while 'Wagon Demand/Priority Register' should be maintained at stations/goods sheds, and in the case of Private/Assisted sidings, only a 'Demand Register' may be maintained, which will serve as a repository for making allotments, having regard to the Preferential Traffic Schedule, quotas restrictions and other operating considerations. In the absence of a specific allotment by control, the siding owners may be permitted to select the destinations on day-to-day basis.

(Board's letter No.TC-I/94/101/2 dt.17.02.1995)

- (2) A Forwarding Note duly filled in should be tendered by the sender at the time of registration of demand for supply of wagons. However, after introduction of electronic registration of demand, sender shall fill electronic Demand Note, available through the FOIS web portal for registering demand for supply of wagons. For this purpose, sender should have registered himself as per the guidelines defined from time to time.

(RC 34 of 2005 & RC 21 of 2014)

- (3) (a) A limit may be placed by Railways on the quantity of goods permitted to be registered at a time by one indenter.
- (b) Railways may require that indents for wagons are registered in multiples of two wagons or three wagons where considered necessary to ensure better utilization of wagons in transshipment.

(c) When limits are placed on the registration of goods in the manner indicate above, full details thereof will be exhibited at the stations.

(4) When booking is restricted to a particular station or by a particular route, full details regarding the restrictions will be exhibited at the station.

(a) No indent should be accepted for destination which has been restricted "Until Further Advise(UFA)"

(RC 66 of 2009)

(5) (i) The wagon registration fee to be deposited at the time of registration of indents are as under:-

Type of Gauge	Registration Fee per wagon (Rs.)	Registration Fee per rake (Rs)
BG	1500	50,000
MG	1500	50,000
NG	1500	1,500xnumber of wagons in the rake

(RC 14 of 2014)

(ii) Lumpsum Deposit for Government Department shall be Rs 30,000/-.

(RC 7 of 2006 & RC 13 of 2015)

(6) No Wagon Registration fee will be required to be paid in respect of the following traffic:-

(RC 7 of 2006)

(a) Traffic in any commodity offered by Premier Customers viz. Platinum, Gold, Silver card holders from their siding.

(Corrigendum dt.12.04.2012 to RC 7 of 2006)

Note:

An amount equal to Wagon Registration fee will be collected from premier customers, if they cancel their indent under any of the circumstances, notified in Rule 201(15).

(RC 2 of 2007)

(b) All Container traffic

(RC 13 of 2009)

(c) Railway Materials and stores booked by Railway officials in their official capacity.

(d) Military traffic booked on Military Credit Notes.

(e) Household kit of Railway employees on transfer.

(f) Certain traffic subject to road competition specifically notified by the Railway Administration as exempt from payment of Wagon Registration Fee. (In granting exemption by the Railway Administration it should be ensured that such exemptions do not result in inflated and fictitious demands for wagons).

(7) The type of wagon required, whether open or covered, should be indicated in the Wagon Demands/Priority Register by the consignor or his authorized agent. If the consignor is prepared to load either in open or a covered wagon, both the types should be shown in the Wagon Demand/Priority Register and whichever type is available first will be supplied.

(8) Railways may restrict from time to time the type of wagon (covered or open) that will be supplied in respect of specified commodities. Railways do not guarantee to supply at stations wagons of any particular type or carrying capacity.

- (9) The Wagon Demand/Priority Register should be open for inspection by merchants and traders during the hours of working of goods sheds and stations.
- (10) **Allotment/loading orders** – Each item of wagon registration is given a serial number in the order of registration. Allotment/Loading orders are issued in accordance with the priority of registration and also having regard to preferential schedules prescribed by the Railway Board, quotas and restrictions in force and other operating considerations.
- (11) Stations should load wagons only in accordance with Allotment/Loading orders received from the appropriate authority, except at stations where Station Masters are authorized to allot wagons themselves in accordance with the instructions issued in this regard.
- (12) The Allotment/Loading orders should be exhibited on the Notice Board of the station for the information of the public.
- (13) **Change of commodity** – Change of Commodity is not permitted in a registration already made. However, request for change of commodity in a registration already made will be considered and Divisional Officers are authorized to permit a change in the commodity indicated in the original registration as long as it is in the same priority group.
- (14) **Receipt of wagon registration fee collected** - A separate receipt shall be given to the indenter for the registration fee paid for each wagon. The receipt foil will consist of two portions. The upper portion will be retained by the indenter and the lower portion will be returned to the Station Master duly signed by the receiver when the registration fee is refunded. A specimen for of receipts is at Appendix II/I.
- (15) **Forfeiture of Registration Fee** – Registration fee will be forfeited under any of the following circumstances :-
- (a) When the wagon indent is cancelled after physical supply of the wagon.
 - (b) When the consignor does not agree to pay the charges as per tariff rules.
 - (c) When a wagon indent is cancelled by the indenter within 10 days from the date of registration, irrespective of the commodity.

(RC 7 of 2006)

Note(1)

When restriction is imposed without any time-limit the consignor shall be allowed either to retain his indent or to cancel it before removal of the restriction without forfeiture of the wagon registration fee.

Note(2)

- (i) However, cancellation of indents will be dealt with differently when Railway Board issues notice to withdraw transportation of particular business segment, or a particular stream of traffic or even a specific commodity for any of the following reasons:

- I. Disruption of a particular section due to Force Majeure conditions.
- II. Closure of the section after due notification.
- III. Closure of the originating goods shed after due notification.
- IV. Closure of the destination goods shed after due notification.
- V. Phasing out or withdrawal of a particular type of rolling stock altogether for which indent had been placed.

- (ii) In cases where the originating station is affected, no change of indent will be permitted.
- (iii) In all the above cases where destination station is affected except (III), the consignor may be allowed to change the destination station of the indent to any other destination within zonal Railways of initial destination station.
- (iv) In case of phasing out or withdrawal of a particular type of rolling stock, the consignor may also be allowed to change the indent to another type of stock.
- (v) The above change may be permitted by the booking station only after the receipt of the confirmation from the Zonal Railway of the destination station.
- (vi) Not more than one such change may be permitted.
- (vii) If the consignor does not opt for change up to 30 days from the date of issuance of such notice, the indent shall be treated as cancelled on 31st day and the registration fee shall be refunded.

(RC 66 of 2009 and its corrigendum dt.30.06.2010)

- (d) When a wagon is supplied to an indenter but he does not commence loading it, before the expiry of the free time allowed for loading.
- (e) When a wagon is supplied to an indenter and the wagon is detained at his request for loading beyond the free time after which he cancels his indent.

Note:-

- (1) Whenever the registration is forfeited, the corresponding indent will also be treated as cancelled.
- (2) (i) When a wagon is supplied to an indenter which he commences loading within the free time but takes more than the free time permitted the wagon registration fee will not be forfeited but Demurrage will be recovered in accordance with the rule.
(ii) When a rake is supplied to an indenter at congested goods shed, and he commences loading within the free time but does not complete the loading within twice the permissible free time, one subsequent pending indent of the said consignor will be cancelled alongwith forfeiture of wagon registration fee. Similarly, if he does not complete the loading within three times the permissible free time, another pending indent will be cancelled along with forfeiture of wagon registration fee, and so on. Congested goods shed will be notified by the Zonal Railway with the personal approval of General Manager.

Illustration: A BOXN rake is placed for loading at goods shed (Round the clock working) and free time for mechanized loading is 5 hours.

Time of placement of the rake	06:00 hours
Time at which loading started	07:00 hours
Time of completion of loading	Action to be taken
Case-(i) 12:00 Hours of the same day	Demurrage is leviable on excess detention. Neither indent will be cancelled nor will Wagon Registration Fee be forfeited.
Case (ii) 16:15 hours of same day	Demurrage is leviable on excess detention. Cancellation of one pending indent and forfeiture of Wagon Registration Fee.
Case (iii) 22:00 hours of same day	Demurrage is leviable on excess detention. Cancellation of second pending indent and forfeiture of Wagon Registration Fee.

(RC12 of 2011)

In case of congested goods shed having working hours 06.00-22.00 hrs, if free time expires at or before 22.00 hrs, the time between 22.00 hrs to 06.00 hrs is to be taken into consideration while reckoning total time taken by indenter/consignor for loading, for the purpose of forfeiture of Wagon Registration Fee and cancellation of indent.

(Board's letter No.TC-I/2011/305/1dt.09.01.2015)

- (3) If a consignor refuses to load an open wagon/covered wagon which is supplied against an indent for a covered/open wagon respectively, the registration fee will not be forfeited. But his indent and priority for the type of wagon for which he has originally indented shall be cancelled because of such a refusal.
- (4) The forfeiture of the registration fee does not preclude the levy of Demurrage charges under normal rules.
- (5) The Zonal Railway Administration may legislate the condition under which permission for detention of wagons under clause(e) can be given, including laying a condition for advance payment of Demurrage charges for the periods for which detention of the wagons is sought.

(16) Refund of Registration Fee -

- (a) Station Masters are authorized to refund the registration fee on surrender of the receipt foil by the indenter in cases where the fee is not forfeited under para (15) except where the registration fee is paid by Credit Note. In the latter case, the claimant should apply to the Chief Commercial Manager of the Railway concerned for refund.
- (b) In the case of 'paid' consignments, the wagon registration fee will be adjusted against the freight charges to be recovered.
- (c) Time limit for preferring claims for the refund of Wagon Registration Fee is three years from the date of its payment or from the date of last debit in case of lump sum deposit.

(Board's letter No.99/TC-I/101/2 dt.22.12.2014)

- (17) No refund can be allowed unless the original receipt foil issued at the time of payment of the amount is surrendered. In cases where the original receipt is lost, the refund is to be made only on the authority of a stamped Indemnity Note.
- (18) Refund of registration fee will be made only to the person mentioned in the receipt or his authorized agent, after obtaining his acknowledgement.
- (19) **General** – Fees collected for one indent cannot be adjusted against another nor wagons allotted to one indenter be allowed to be used by another.
- (20) The parties having regular transactions with a Railway may be permitted, at the discretion of the Railway, to pay a lumpsum deposit in lieu of payment of registration fee each time an indent is made for wagons supply. The lumpsum deposit payable will be fixed by the Railway in such cases taking into account the number of wagons that the parties concerned have to register at a time.
For PSU/Corporations, the extant guidelines for fixing the lumpsum amount by the Zonal Railway as prescribed for regular customers will continue to be applicable.

(RC 7 of 2006 & RC 13 of 2015)

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No.TC-I/2016/201/1

New Delhi, dt. 19.05.2016

General Manager
All Zonal Railways

Sub: Demurrage, Stabling, Wharfage, Stacking, Waiver and Write off
Ref: Board's Rates Circulars/Letters listed below:

1	Rates Circular No.38 of 2004	24	Rates Circular No.3 of 2008
2	Rates Circular No.39 of 2004	25	No.TC-I/2004/201/9 dt.16.05.2008
3	Rates Circular 40 of 2004	26	No.TC-I/2005/201/2Misc dt.31.07.2008
4	No.TC-I/2004/201/9Pt.B dt.21.06.2005	27	No.TC-I/2005/201/2 dt.22/23.10.2008
5	Rates Circular No.43 of 2005	28	No.TC-I/2005/201/2Pt.B dt.18.11.2008
6	Rates Circular No.74 of 2005	29	No.TC-I/2005/201/2Pt.B dt.26.11.2008
7	No.TC-I/2005/201/2 dt.09.01.2006	30	No.TC-I/94/114/1-Pt.A dt.10.12.2008
8	Rates Circular No.22 of 2006	31	No.TC-I/2001/223/1Pt.C dt.24.03.2009
9	No.TC-I/2005/201/2 dt.23.3.2006	32	Rates Circular No.35 of 2009
10	Rates Circular No.29 of 2006	33	Rates Circular No.40 of 2009
11	Rates Circular No.38 of 2006	34	Rates Circular No.47 of 2009
12	No.TC-I/2005/201/2Pt.D dt.30.10.2006	35	Corrigendum No.3 to Rates Circular No.21 of 2007
13	Rates Circular No.97 of 2006	36	No.TC-I/2004/201/9 dt.22.09.2009
14	Rates Circular No.106 of 2006	37	TC-I/2010/209/ACC dt.27.01.2011
15	Rates Circular No.109 of 2006	38	Rates Circular No.1 of 2012
16	Rates Circular No.21 of 2007	39	Rates Circular No.8 of 2012
17	Rates Circular No.29 of 2007	40	No.TC-I/94/114/1-Pt.A dt.19.03.2012
18	Rates Circular No.32 of 2007	41	Rates Circular No.23 of 2012
19	Rates Circular No.51 of 2007	42	Rates Circular No.5 of 2013
20	Corrigendum to Rates Circular No.21 of 2007	43	Rates Circular No.18 of 2015
21	Rates Circular No.95 of 2007	44	No.TC-I/2014/201/12 dt.07.07.2015
22	No.TC-I/2005/201/2Pt.B dt.19.12.2007	45	Rates Circular No.25 of 2015
23	Corrigendum No.2 to Rates Circular No.21 of 2007	46	No.TC-I/94/114/1Pt.A dt.11.08.2015

The guidelines regarding Demurrage, Stabling, Wharfage, Stacking, Waiver and Write off are prescribed in various Board's letters/Circulars. It has been decided to issue Rates Master Circular on the subject by duly consolidating all relevant provisions at one place.

Accordingly, the relevant provisions figuring in the above mentioned Board's letters/circulars and in force as on date have been drawn out and consolidated guidelines on the subject matter are enclosed herewith.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Lata Kumari

(Lata Kumari)
Director, Traffic Commercial(Rates)
Railway Board

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19/5/16

7.0 Guidelines for advance stacking at Railway premises

- 7.1 Advance stacking of goods at railway premises may be permitted by Zonal Railways without levy of any charge for this purpose.
- 7.2 DRMs will notify detailed instructions for advance stacking of goods at stations on their divisions in accordance with the guidelines prescribed herein. Such instructions should *inter alia* include names of stations/goods sheds where advance stacking will be permitted, number of days for which stacking can be permitted, type of commodities which can be stacked/restricted etc.
- 7.3 Permission for advance stacking will be granted to such rail users only, who have indented for the wagons.
- 7.4 Rail users desirous of availing the facility of advance stacking, will apply for advance stacking duly furnishing the details of indent and an undertaking that the stacking will be done at their own risk and responsibility. No claims for loss, damage, pilferage etc. arising out of stacking will be admissible.
- 7.5 Advance stacking will be permitted up to such maximum period as specified in the detailed instructions issued by the Division in terms of Para 7.2 above. Divisions may specify different stacking periods for different stations depending upon the number of rakes handled, but in no case the stacking period will exceed five days.
- 7.6 Sr. DCMs, in consultation with Sr. DOMs, will be authorized to grant permission for advance stacking up to a maximum period of five days. Permission for advance stacking may be granted keeping in view the traffic pattern, number of rakes handled, availability of space etc. at the station/goods shed concerned. Advance stacking should not lead to hold up of other inward and outward traffic.

However, in exceptional cases where additional traffic and additional earning will accrue, permission may be granted for advance stacking for more than 5 days on case to case basis. Permission for advance stacking for period upto 10 days must be granted with the approval of DRM on recommendation of Sr.DCM & Sr.DOM, and for the period beyond 10 days with the approval of GM on recommendation of CCM & COM.

(refer Corrigendum to Rates Circular No.21 of 2007)

- 7.7 Wagons will be supplied against the registered indent only after expiry of the permitted time for advance stacking or completion of stacking, whichever is earlier. After supply of wagons and expiry of free time for loading, Wharfage charge will be levied on goods/consignment which has not been removed from railway premises after the expiry of permitted free time.

(refer Board's letter No.TC-I/2005/201/2Pt.B dt.18.11.2008)

- 7.8 Once advance stacking permission has been granted, cancellation of indents will not be permissible upto fifteen days from the 1st day of advance stacking. In case Rail User

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cancels the indent within the aforesaid period, Stacking Charge will be levied for the whole period of stacking.

7.9 However, if a Rail User cancels his indent after fifteen days from the 1st day of advance stacking and the wagons have not been supplied till such time, no stacking charge will be levied. In such a case, consignment should be removed within 24 hours of the cancellation of indent, else it will attract levy of Wharfage charge for period beyond 24 hours of the cancellation of indent.

7.10 Records of particulars (e.g. date, time etc.) should be maintained in all cases where advance stacking has been permitted.

7.11 No Stacking Charge will be levied till the supply of wagons, even if supply of wagons is not done immediately after completion of stacking or lapse of advance stacking period.

7.12 Stacking Charge will be levied at the prevailing rates of Wharfage Charge.

(Note: Illustration to Wharfage and Stacking rules is given at Annexure-C)

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