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-1/94/101/2 dt.17.02.1995)

In the case of sidings, where there is only one indentor 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-1/94/101/2 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 indentor.

(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:-

<table>
<thead>
<tr>
<th>Type of Gauge</th>
<th>Registration Fee per wagon (Rs.)</th>
<th>Registration Fee per rake (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG</td>
<td>1500</td>
<td>50,000</td>
</tr>
<tr>
<td>MG</td>
<td>1500</td>
<td>50,000</td>
</tr>
<tr>
<td>NG</td>
<td>1500</td>
<td>1,500xnumber of wagons in the rake</td>
</tr>
</tbody>
</table>

(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:-

(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.

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

(d) When a wagon is supplied to an indentor 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 indentor 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 indentor 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 indentor 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.

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