Sub: Issue of Railway Receipt (RR) under conventional mode of payment  
Ref: (i) Goods Tariff No.48  

Clarification have been sought regarding issue of ‘To-pay RR’ under conventional mode of payment (i.e. other than e-payment system). As per extant guidelines, prepayment of freight is compulsory and freight become payable as soon as the loading is completed. Under conventional mode of payment, Paid RR should be issued after collecting payment within 24 hours of completion of loading either on actual weightment basis or sender’s weight basis, except where specific dispensation is permitted by DCM/Sr.DCM upto 48 hours for preparation of RR on actual weightment details basis or by DRM beyond 48 hours in case of continuous bank holidays, force majeure conditions, etc.

It has now been decided that in No case, To-Pay RR shall be issued. If a customer makes payment after the above-mentioned time period, ‘Paid RR with late payment charge @10% in case of coal traffic or @5% in case of general goods traffic’ should be issued. The illustration will be as follows-

<table>
<thead>
<tr>
<th>Situation</th>
<th>Time of payment by customers through conventional mode</th>
<th>Type of Railway Receipt (RR) to be issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal situation (when no dispensation given) i.e. for issue of RR in 24 hours</td>
<td>Before 1500 hours of T+1 day</td>
<td>Paid RR without late payment charge</td>
</tr>
<tr>
<td></td>
<td>After 1500 hours of T+1 day</td>
<td>Paid RR with late payment charge</td>
</tr>
<tr>
<td>Where specific dispensation is permitted by DCM/Sr.DCM upto 48 hours for issue of RR on actual weightment details basis</td>
<td>(say, dispensation has been for 48 hours)</td>
<td>Before 1500 hours of T+2 day</td>
</tr>
<tr>
<td></td>
<td>After 1500 hours of T+2 day</td>
<td>Paid RR with late payment charge</td>
</tr>
<tr>
<td>Where specific dispensation is permitted by DRM beyond 48 hours for issue of RR in case of continuous bank holidays, force majeure condition etc.</td>
<td>(say, dispensation has been given upto T+p day)</td>
<td>Before 1500 hours of T+p day</td>
</tr>
<tr>
<td></td>
<td>After 1500 hours of T+p day</td>
<td>Paid RR with late payment charge</td>
</tr>
</tbody>
</table>

These instructions will be effective from 15.2.2017.

This issues with the concurrence of Finance and Accounts Directorates of Ministry of Railways.

Lata Kumari
Director, Traffic Commercial (Rates)
Railway Board
No.TC-I/2015/104/5

Copy to:

1. **FA&CAO**, All Zonal Railways
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.

No.TC-I/2015/104/5

Copy to:

1. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
4. Director General, National Academy of Indian Railways, Vadodara.
5. General Secy., IRCA, New Delhi.
6. Director, IRITM, Campus: Hardoi Bye-pass Road, Kanausi, Manaknagar, Lucknow-226011
7. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105

Copy for information:

**CRB, MT, FC**, Railway Board
AM(C), AM(T), AM(T&C), AM(IT), Adv(F), Adv.(Accounts), Adv(FM), Adv(Infra), Adv(Safety), Adv.TT(M), Adv(CC), EDTC(R), ED(PG), EDPM, ED(C&IS), ED(T&C), EDTT(S), EDTT(F), EDFC, EDVT, ED(S&E), ED(Plg.), ED(PPP), ED(PP), DTC(G), DPM, Dir(T&C), DFM, DFC, DF(CCA), JDFC, JD(Accounts), Railway Board
TC(R), TC(CR), F(C), Safety Branches, Railway Board

Rates Circular No. 2 of 2017

New Delhi, dt. 3-2-2017

for Financial Commissioner/Railways

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