

**Government of India
Ministry of Railways
(Railway Board)**

No.TC-I/2005/201/2Pt.P

New Delhi, dt.20.05.2011

**General Manager (Comml.)
All Zonal Railways**

Sub: Placement of rake for loading/unloading
Ref: Board's letter No.TC-I/2005/201/2 dt.17.03.2010

Vide Board's letter under reference, it has been clarified that that commercial placement of a rake will commence from the time of its operational placement, subject to certain situations as contained therein.

Keeping in view the references from some Zonal Railways, the matter has been reconsidered and it is seen that the provisions of Indian Railway Commercial Manual prescribes the methodology for placement of a rake for loading/unloading and also to deal with the situation when wagons are not in-position for unloading, as discussed below:

For placement of a rake for loading

Para 1505 says that wagons should, as soon as possible, be placed in position for loading and the date & time of such placement should be recorded in the Wagon Transfer Register. Para 1504 stipulates that where separate Train Clerks are provided, immediately after an empty wagons is placed in position for loading, the Train Clerk will prepare a Placement Memo. Goods Clerk will prepare a Release Memo immediately after the wagons are loaded and are available for removal.

For placement of a rake for unloading

Para 1702 stipulates that inward loaded wagons must, as soon as possible after receipt, be placed in position for unloading. The reasons for delay, if any, in placing the wagons in position for unloading, should be recorded in the Wagon Exchange Book. Paras 1701 & 1703 to 1707 stipulate the detailed procedure for keeping record of placement of loaded wagon and also for its release. Para 1708 prescribes that in case a wagon, after placed in position for unloading, is removed for shunting or is not available for unloading due to other reason, the time during which the wagon is not available for unloading should be recorded in the Wagon Transfer Register.

In view of above and in supersession of Board's letter No.TC-I/2005/201/2 dt.17.03.2010, Zonal Railways are advised to follow the procedure prescribed vide

Paras 1504 & 1505 of Chapter XV and Paras 1701 to 1708 of Chapter XVII of Indian Railway Commercial Manual(Vol-II).

This issues in consultation with Traffic Transportation Directorate and with the concurrence of Finance Directorate of Ministry of Railways.



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Railway Board

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For Financial Commissioner/Railways