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

No.TC-I/2015/201/2

New Delhi, dt. 10.10.2018

Principal Chief Commercial Manager
SECR

Sub: Reckoning of free time of a rake in the case of unfit/sick wagon found after placement

Please refer to SECR’s letter No.C/SECR/BSP/free time/policy/6284 dt. 01.10.2018 on the above mentioned subject wherein Railway has mentioned about the procedure evolved by them in the case of wagons found unfit/sick after placement.

In this regard attention is invited to Paras 1505 and 925 of IRCM(copy enclosed) which stipulates the provision regarding placement of wagon in position for loading, for guidance and necessary action please.

DA: as above

(Barjesh Dharmani)
Exec. Director, Traffic Commercial(Rates)
Railway Board
1505. Placing wagons in position for loading. Instructions contained in Para 925 for recording the date and time of placing wagons in position for loading, and for their return when loaded, as also in the matter of recovery of demurrage charges, etc., should also be followed in respect of wagons placed for loadings goods traffic.

1506. Selection of wagons for loading of goods. -(a) Before commencing to load goods into wagons, care should be taken to see that-

(i) wagons are thoroughly cleaned and dried;

(ii) wagons are not labeled Damaged;

(iii) wagons are suitable for the traffic to be loaded;

(iv) goods likely to be damaged by water are not loaded into wagons which are not watertight;

(v) wagons containing holes in the roofs or panels are not used for loading articles liable to catch fire easily;

(vi) in the case of open wagons, the drainage holes, if provided, are kept open and free from dirt to allow water to drain off; and

(vii) in the case of India-Pakistan traffic, the wagon is painted with the letters 'P/I' immediately below the 'Return Date'.

(b) Wagons with wooden floors must not be used for loading minerals, unslaked lime, iron, or other articles that are likely to damage the floor.

(c) Wagons with defective or wooden floor must not be utilized for conveyance of commodities like sugar, rice, wheat, gram, etc., which are likely to be pilfered by cutting bags through crevices and holes.

(d) Wagons which are iron-floored must not be used for loading fresh fruits and vegetables.

(e) Instructions regarding loading of 'L.T' (local traffic), 'N.P.' (non-pooled) and due 'P.O.H.' (periodical overhaul) wagons, as in force from time to time should be strictly observed.

(f) When in absence of a powder van, wooden-floor covered iron wagon is used, any opening or louvers in the wagon should, as far as possible, be suitably closed by heavily painted metal sheets or double wire gauze.

(g) Wagons fitted with automatic vacuum brake should only be selected for loading to stations situated on steep gradients.

1507. Precautions to be taken when loading a wagon.-(a) The following precautions, inter alia, must be taken when loading a wagon-

(i) Off-doors and windows should be properly secured and bolted before commencing to
922. Booking of bicycles, tricycles, motor-cycles, etc. Rules, rates and conditions regarding the carriage of bicycles, tricycles, motor-cycles, etc. are given in the I.R.C.A. Coaching tariff, which should be carefully consulted by the staff before booking such traffic.

When an unpacked bicycles, tricycles, motor-cycle, etc. is tendered for booking, the Parcel Clerk should see by personal examination, the maker's trade name (e.g., 'Humber', 'Hercules', 'Royal Enfield'), number of cycle, motor-cycle, etc., its condition and detachable fittings, and ensure that these particulars are correctly entered on the forwarding note by the sender, and reproduced on all copies of the way-bill. In case a bicycle, motor-cycle, etc. presented for booking has no makers' trade name and number, the fact should be noted in the way-bill or luggage ticket and a certificate to this effect should be recorded by the sender on the forwarding note (see also Para 820).

923. Booking of carriages, motor-cars, etc. Rules, rates and conditions under which carriages, motor-cars, etc. are accepted and carried by rail are given in the I.R.C.A. Coaching Tariff. This traffic when tendered for conveyance in vehicle loads by passenger train, should be booked underway-bill for booking of carriages, motor-cars, boats, etc. in form Com./P-40 (local paid), Com./P-42 (through paid) as the case may be. These way-bills are machine-numbered (letter 'M' being prefixed to the number) and are printed on pink paper. The letter 'F' is printed prominently on the top right hand corner in the case of way-bills used for booking of through traffic. The rules regarding indenting, checking, custody, issue and accountal of these forms are the same as are applicable to parcel way-bills.

924. Loading of carriages, motor-cars, etc. in trucks. Carriages, motor-cars, etc., when loaded in trucks, should be covered by tarpaulins firmly lashed to the sides and ends of trucks. The wheels of each carriage or motor-car should be sprigged or scotched either by the sliding bars provided in carriage trucks, or in their absence by wood scotches which the carriage and wagon staff should be asked to supply and fix. Every carriage truck, when loaded, should be examined before despatch by the Train Examiner who should issue a certificate that the vehicle is loaded within the moving dimensions, and that the load is firmly secured to prevent oscillation and displacement in transit. Unless the Train Examiner has examined the load and given the requisite certificate, the vehicle should not be sent out in the yard. A remark showing the number of carriages or motor-cars loaded in the truck should be made on the way-bill.

925. Wagon transfer register. (a) Trucks, vehicles or wagons required to be loaded by consignor should, as soon as possible, be placed in position for loading. The date and time at which they are placed in position for loading, as also the date and time at which they are returned duly loaded, should be recorded, in the wagon transfer register in Form Com./L-16. The signature of the consignor should be obtained against the entries in the wagon transfer register in token of his acceptance of the correctness of timings. When a consignor does not load a vehicle within the free time allowed, demurrage charges should be recovered at the rates laid down in the I.R.C.A. Coaching Tariff.

(b) In the case of consignments required to be loaded by the railway through the agency of a contractor, a separate wagon transfer register should be maintained.

(c) The above instructions should also be followed in recording the date and time of placing trucks, vehicles or wagons in position for unloading and their return when unloaded.

926. Outward 'Paid' parcel cash books. (a) Separate cash books for outward 'Paid' parcels in Form Com./C-4A for local traffic and Com./C-4B for through traffic should be maintained at all stations, city booking offices and out-agencies. These cash books have two foils for each page and are written by carbon process. The original is kept for record at the station and the carbon copy is submitted to the Traffic Accounts Office by the 2nd of the following month supported by the connected 'Accounts' foils of the way-bills.