

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 or 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.

(Rates Circular No.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 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-1/94/101/2 dt.17.02.1995)

In case of automobiles traffic, after registration of indents, change of destination station may be allowed only in case of NMG/BCCN/BCACM rakes, provided the new destination is not operationally restricted. However, the request for change of destination may be entertained only before physical supply of wagons placed for loading. The Wagon Registration Fee deposited earlier shall not be forfeited in such cases. This facility shall only be made applicable to those loading points where there is only one party offering automobiles traffic. Separate "Priority Register" should be maintained for NMG/BCCN/BCACM special types wagons for automobiles traffic. It is further clarified that change of destination - as stipulated above shall be permitted if, at the time of request for change of destination, all the pending indents are from a single party only.

(Board's letter 2008/TC(FM)/25/1 dated 13.10.2008 & No.2019/TCFM/16/03 dated 16.08.2019)

- (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.

(Rates Circulars No.34 of 2005 & No.21 of 2014)

Note: Zonal Railway may allow change of consignee name in the Forwarding Note until preparation of Railway Receipt. However, number of Forwarding Notes cannot be changed. These guidelines will not be applicable in case of traffic pertaining to Bangladesh.

(Board's letter No.TC-I/2020/101/eRD/Misc(3319111) dt.01.02.2023 & dt.14.02.2023)

- (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)"
(Rates Circular No.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 (rupees)	Registration Fee per rake (rupees)
BG	6,000	1,00,000
MG	6,000	1,00,000
NG	No Loading	No Loading

(Rates Circular No.27 of 2022)

(ii) Lumpsum Deposit for Government Department shall be Rupees Five Lakh.

(Rates Circular No.27 of 2022)

(iii) Wagon Registration Fee in case of Iron Ore/Pellet will be rupees 2,00,000/- (two lakh rupees) per rake.

(Rates Circular No.2 of 2021)

(iv) Wagon Registration Fee in case of goods traffic pertaining to Bangladesh will be Rs.2,00,000/- (rupees two lakh) per rake. It will be applicable to all customers including Premier Customer (i.e. Premier Customer will not be exempted from WRF in case of Bangladesh Traffic).

(Addendum 3 to Rates Master Circular/eRD/2019/0)

(v) Wagon Registration Fee in case of wheat traffic booked for port destinations will be Rs.5,00,000 (five lakh rupees) per rake. Withdrawal of indent is not permissible upto 30(thirty) days from the date of registration, else Wagon Registration Fee will be forfeited.

(Rates Circular No.11 of 2022)

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

(Rates Circular No.7 of 2006)

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

(Corrigendum dt.12.04.2012 to Rates Circular No.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).

(Rates Circular No.2 of 2007)

(b) All Container traffic.

(Rates Circular No.13 of 2009)

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

(d) Household kit of Railway employees on transfer.

(e) Military traffic booked on Military Credit Notes.

(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 in a registration already made will be permitted freely at private sidings as long as it is in the same priority group. At all other terminals, change of commodity will not be permitted in a registration already made. However, change of commodity in upto 20% of the wagons indented may be permitted where multiple commodities have been indented within a rake. Divisional Officers (Sr. DCM/DCM) are authorized to permit above mentioned change in commodity. These guidelines will not be applicable in case of goods traffic pertaining to Bangladesh.
(Corrigendum to Rates Circular No.13 of 2022)
- (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.
- (15) **Forfeiture of Wagon 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. However, in case of Iron Ore Wagon Registration Fee will be forfeited if indent is cancelled after allotment of rake in Rake Allotment System(RAS).
(Rates Circular No.25 of 2020)
 - (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. Further, in case advance stacking permission has been granted, cancellation of indents will not be permissible upto fifteen days from the time of advance stacking permission granted by the Railway Authority. In case Rail User cancels the indent within the aforesaid period, Wagon Registration Fee will be forfeited.
(Corrigendum 29 to Rates Master Circular/Demurrage-Wharfage-Waiver/2016/0)

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 has been placed.

(ii) In case 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.

(Rates Circular No.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 along with 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.

<i>Time of placement of rake</i>	06:00 hours
<i>Time at which loading started</i>	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 the 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

(Rates Circular No.12 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/2011/305/1 dt.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.

- (f) When misdeclaration is reported between Letter of Credit(LC) details entered in eRD and the physical copy thereof submitted to the goods clerk, in case of goods traffic pertaining to Bangladesh.

(Addendum 3 to Rates Master Circular/eRD/2019/0)

(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 Demand 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)

Note:

Refund of Wagon Registration Fee otherwise than in accordance with relevant rules. PHOD/HOD - full power; DRM - full power; Sr.DCM - Rs.20,000; DCM - Rs.10,000. Finance concurrence is necessary for cases above 5,000/-. Power are delegated on a per case basis.

(Board's letter No. 2018/Trans/01/Policy dt.24.07.2018)

Regarding refund of Wagon Registration Fee which was inadvertently forfeited, the matter should be dealt at Zonal Railway level itself as per extant guidelines as contained in Model SOP of commercial matters.

(Board's letter No.TC-I/2012/101/1Part(3317058) dt.18.10.2023)

- (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 Railways as prescribed for regular customers will continue to be applicable.

(Rates Circular No.7 of 2006 & Rates Circular No.13 of 2015)