COMPENDIUM

"Registration of Demand for Wagons Electronically (eRD)"

As prescribed vide

Rates Master Circular/e-RD/2019/0
and
Subsequent Amendments/Clarifications

(Note: This is a compilation of extant guidelines on the subject matter. Reference to subsequent Board's circulars/letters have been indicated and the same may be referred to)

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Sub: Guidelines regarding registration of demand for wagons electronically (e-RD) through FOIS web portal

1.0   e-RD

The scheme of e-RD provides a facility to rail users to register demand for wagons electronically through FOIS web portal.

2.0   PRACTICE

Customers wishing to transport their goods by rail submit a Forwarding Note to the Goods Clerk with the following particulars filled in viz., (a) Name and address of the Consignor, (b) Name and address of the Consignee(s), (c) Description of commodity, (d)Number of articles, (e) Quantity in tonnes, (f) Number of wagons, (g) Type of wagons, (h) Station from, (i) Station to and, (j) via. The Goods clerk having satisfied himself that the demand can be registered, collects the Wagon Registration Fee (WRF), where applicable, and enters the particulars in the wagon demand/priority register maintained at the station or the goods shed. This requires the customer to physically visit the goods shed which is a tedious and time consuming job.

3.0   CONCEPT OF e-RD

The tremendous progress in Information and Communication Technology has now made it feasible to introduce registration of demand through web that is expected to make the process of registering demand for wagons simpler, convenient, speedier and transparent. This has been done by enabling on the web an electronic demand note. The electronic demand note is nothing but that part of the forwarding note which is currently used for registration of demand. For availing the facility of registering demand through web, all prospective customers shall be required to register and verify themselves on the e-Demand module of FOIS website as per the procedure laid down in para 5.0 below.

However, for those customers not opting for the electronic registration of demand, the existing system of registering of demand for wagons manually at the good-shed/siding will continue, wherein on the presentation of the Forwarding Note in physical form by the customer, the goods clerk will key in the details in the Terminal Management System(TMS) as per current procedure and will collect Wagon Registration Fee(WRF) where applicable. TMS would generate a demand number, forwarding note number, priority number which will be advised to the party by the goods clerk in confirmation of having registered the demand. It may be noted then that instead of the Goods clerk maintaining a physical priority cum demand register at the goods shed, the same will be now done by the system.

4.0 ATTACHMENT OF PRINTED COPY OF ACKNOWLEDGEMENT WITH FORWARDING NOTE

It may be noted that for all cases of web registration of demand, on completion of loading, the customer shall attach with the Forwarding Note, a printed copy of the system generated document received by him in acknowledgement of successful registration of demand. For those not registering their demand through web, the existing system will continue.

5.0 REGISTRATION OF CUSTOMERS AVAILING e-RD FACILITY

5.1 Customers wishing to avail the facility of electronic demand registration (e-RD) will be required to pre-register themselves on the E-Demand module on the FOIS website (https://indianrail.gov.in/RailSAHAY/index.jsp) by uploading self-attested copies of relevant documents.

(Corrigendum dt.29.12.2020)

5.2 **Pre-Registration**: The customer on selecting the e-Demand link on FOIS website, would be directed to the log-in screen, where he has to follow the procedure given below:

- Select the 'new-user' option.
- Fill in the 'registration form' giving name, email id, phone numbers, basic details of representing organisation, TIN number/Service Tax Registration number/GSTIN*, details of ID card, PAN card and/or Aadhar Card, authorisation letter from the organisation etc.
- Upload these documents on the site and submit the same.
- Will receive an 'activation link', customer registration id and date of registration through email at the email address submitted by him.
- Will also receive a 'six digit verification code' through SMS on the registered mobile number.
- Customer to open his email account and select the link which will redirect him to the "Activate Your Account" webpage of the e-Demand module and enter the verification code (sent on his mobile as SMS) and submit.

The system shall validate the verification code and Customer Registration ID and on validation display a message on the screen requesting the Customer to approach the competent Railway authority for completion of verification process as a step towards customer registration.

*Note:- Submitting of GSTIN will be an optional condition (for person who is engaged in the business of supplying goods and/or services that are exempt from GST) for preregistration of a customer under e-RD with a pop up message that in case GSTIN is not provided, the supply shall be treated as B2C supply and reported accordingly in the GST return and thus, the invoice will not reflect in GSTR-2B of the customer, Further, in case the customer obtains GSTIN in the future, the same must be informed to IR to ensure that the supply is treated as B2B supply. However, customer will continue to

submit PAN details at the time of user registration. It may be ensured that a customer, who has pre-registered without submitting GSTIN, will be allowed to place indent only for the commodity exempted from GST and not any commodity on which GST is applicable.

(Board's letter No.TC-I/2019/101/1Pt.(3316676) dt.06.01.2023)

Note:- It has been decided that CIN or Corporate Number of Customers may be captured in customer database maintained in FOIS application. To capture the same, a facility may be designed in e-RD for the customers as well as in FOIS application for the Railway users. For validation, FOIS could explore the interface with M/o Corporate Affairs (MCA), and verify the CIN. It is understood that the GST is verified in a similar manner.

(Board's letter No.TC-I/2020/101/e-RD/Misc(3319111) dt.26.08.2021)

5.3   **Registration:** Sr. DCM is the competent authority for conducting the verification of the customer. CRIS will provide Sr. DCMs a user-id and password for undertaking the process of verification of the customers.

5.3.1   During pre-registration, customer will also be asked to provide from which division he/she wants registration and if no options are given, the system shall based on the PINCODE number captured while filling pre-registration data will make all documents available to Sr.DCM of the Division nearest to customer's PINCODE or the selected Division, as the case may be.

(Corrigendum dt.29.12.2020)

5.3.2   Sr. DCM will also be given SMS on his/her mobile on the day of pre-registration, 4th day of pre-registration and then 6th day of pre-registration that verification is due alongwith mail on his email ID.

(Corrigendum dt.29.12.2020)

5.3.3   Sr. DCM after login into the system shall opt for the User verification menu and input the Registration Id and the date of Registration of the specific new Customer and submit. He will download the documents uploaded by the customer and complete the process of registration, within seven days.

(Corrigendum dt.29.12.2020)

5.3.4   Sr. DCM shall confirm/reject the registration of the customer on the system. A SMS accordingly will go to the customer in case of confirmation/rejection on mobile number and also on email ID. In case of rejection, the reason for rejection fed in the system will also be communicated to the customer both on mobile number and email.

(Corrigendum dt.29.12.2020)

5.3.5   After completing the process of registration, the Railway User (Sr. DCM) shall input the applicable commodity type (Coal or others) and customer category (customer and/or endorsee) for the customer.

(Corrigendum dt.29.12.2020)

5.3.6   Sr.DCM shall also provide a convenient User ID for the specific Customer (by default the system shall display Customer's given email ID as User ID). After inputting all the above details, the Railway User (Sr.DCM) shall submit the details. The system shall save all the details of the customer as verified.

5.3.7   The customer will receive User ID as specified by Sr.DCM through e-mail.

5.3.8   The customer shall receive an SMS on his registered mobile number containing User Id and OTP (One Time Password) for first login into the e-Demand system/module.

5.3.9   On first log-in, the customer has to mandatorily change his password which would complete the Customer registration and verification process.

5.3.10   System will provide facility for registration of a customer as aggregator under **Freight Forwarder Scheme**. A customer wishing to work as aggregator will have to pre-register by filling the details (as mentioned in second bullet of Para 5.2) about itself and other customers after obtaining authorisation from them. The said customer/aggregator will get its credentials verified by presenting relevant documents in original to the office of Sr. DCM of any Division close to the customer. After completion of verification Sr. DCM shall process it as per provisions under para 5.3 above and mark the customer as aggregator. 'Customer/consignor' shall include 'aggregator' unless otherwise specified for particular provisions of this policy.

(Addendum dt.03.04.2020)

6.0   PROCEDURE FOR SUBMISSION AND SANCTION OF SPONSORED TRAFFIC

Procedure for submission and sanction of sponsored traffic is given in Annexure-1**.**

7.0   PROCEDURE FOR e-DEMAND REGISTRATION

7.1   Authorized Users shall login to the e-Demand module of FOIS Website with the credentials provided by the system.

- For demand registration against sanctioned program, the User (Consumer/Consignor of the Sanctioned Program) shall select the Sanctioned Program in the Application and register the e-Demand against the same.

- In case of General Customers (non-Sponsored Traffic), the Consignor shall directly register the e-Demands in the System.

7.1.1(a) **Freight Forwarder Scheme-** In case of Freight Forwarder Scheme the aggregator shall place e-Demand while selecting the consignors from the authorized list of customers it has opted at the time of user registration. The aggregator shall have an option to enter the Less than Wagon Load (LWL) Forwarding Notes also. If the aggregator does not have all the details of Forwarding Notes at the time of placing e-Demand it can place e-Demand with a single Forwarding Note with due payment of requisite Wagon

Registration Fee. It will subsequently provide complete details of Forwarding Notes at the time of supply of rake to the Goods Clerk. At least one Forwarding Note and Railway Receipt have to mandatorily be for the aggregator as consignor. All dues related to demurrage, wharfage, etc. will be levied on the aggregator.

(Addendum dt.03.04.2020)

7.1.1 (b) **Iron Ore Traffic-** In case of Iron Ore traffic, the modalities will be as under-

i. The customer will provide all requisite details (including destination, consignee etc.) as per the Transit Permit for registering demand online thorough e-RD. With regard to priority 'C', 'D' traffic of iron-ore, since FOIS already has an interface with i3MS and JIMMS, it will validate the details of electronic Forwarding Note submitted through e-RD by customer against details (including Transit Permit etc.) received from State authorities through i3MS and JIMMS. FOIS will validate the electronic Forwarding note against details of sanctioned program uploaded in RAS by EDRM's office. This shall subsequently enable Railway to dispense with the need of manual submission of signed Forwarding notes (signed by mining authorities) from customers.

ii. In case where State Governments have yet not implemented any online system of information/Transit Permit transmission to FOIS, customers will upload scanned copy of Forwarding Note validated (i.e. signed and stamped) by the authorized officer of Mining Department of respective State Government registering demand in e-RD for priority 'C' traffic. The duly validated Forwarding Note will subsequently be submitted to the goods clerk at the time of loading for verification. CRIS shall make provision in the e-RD Module to facilitate the customer for uploading the scanned copy of the Forwarding Note signed and stamped by the authorized officer of Mining Department of respective State Government.

iii. For iron-ore loading on KK line, ECoR shall impress upon NMDC Ltd. to register demand through e-RD.

iv. For CBT (Central Board of Traffic) and priority 'C' customers, customer name and destination will be fixed according to allocation. This check will be developed by CRIS.

v. FOIS/CRIS will make provision for placing a cap/limit on number of indents under priority 'C' per customer in accordance with program approved by EDRM's office. Acceptance of rake demand should be limited to number of allocation.

vi. As far as priority 'D' indents of priority 'C' customers are concerned, FOIS will make provision for a check on destinations, in accordance with approval of EDRM's office. Flagging of priority C-cum-D customer will be as per approval of EDRM office only.

(Addendum dt.03.04.2020)

7.1.1 (c) **Salt Traffic**- In case of Salt traffic, concerned Zonal Railways will take up the matter for provision of linkage between FOIS and corresponding system of respective State Government authority to enable electronic validation of details provided by customers with regard to Salt Traffic. Till electronic system is set up, the guidelines will be as under:-

For the states other than West Bengal, Assam, Sikkim and Tripura

The customer will upload scanned copy of certificate validated (i.e. signed and stamped) by concerned Salt Commissioner Office while registering rake requirement in e-RD. At the time of sanctioning the rake requirement, railway authority will view the uploaded copy of Forwarding Note and cross-check the rake requirement against the already sanctioned program. Once the rake requirement is sanctioned, the customer can place eDemand against the sanctioned program.

For the states of West Bengal, Assam, Sikkim and Tripura

The competent authority of concerned Department of State Government (viz. Food, Public Distribution and Consumer Affairs Department) will submit their programme to the Railways mentioning the name of the consignor/consignee. The consignor will place the indent and upload the authorization of the state government.

(Addendum No.6)

7.1.1 (d) **Granite on South Central Railways:**

> In case of granite traffic which moves on the basis of Allotment Letter and Transit Pass issued by mining authority of concerned State Government, the Railway administration will take up the matter for provision of linkage between FOIS and corresponding system of respective mining authority of State Government for transmission of Allotment Letter and Transit Pass.

> Till such time that this electronic integration with State Government system is established the customer will upload scanned copy of "Allotment Letter" issued by mining authority, while registering the demand under e-RD. After supply of rakes the customer will submit the Railway's copy of Allotment Letter and Transit Pass along with Forwarding Note to the goods clerk. At the time of issuing Railway Receipt, the goods clerk will verify the Transit Pass and enter its details in FOIS/ TMS.

(Addendum No.2)

7.1.1(e): **Silica Sand:**

> For registration of demand under e-RD in case of Silica Sand, Zonal Railways should approach concerned State Government authority for provision of linkage between FOIS and corresponding system of respective mining authority of State Government for transmission of permission authority.

> Till such time this electronic integration with State Government system is established, the customer will upload scanned copy of State Government's permission while

registering the demand under e-RD and the same should be submitted to concerned Goods clerk alongwith Forwarding Note at the time of loading.

(Addendum No.4)

7.2   Registration of e-Demand shall be a two-step process:

- Saving the e-Demand Details: After all the details are entered by the User he shall submit the details for saving. In case of non-acceptance of an e-Demand owing to some validation failure, the system shall show a pop-up message to the user mentioning the details of the same. In case all the details of the e-Demand are in order, the system shall save the e-Demand in the system and generate an e-Demand Reference Id and an OTP and send the same to the registered Mobile Number of the Customer for confirmation of e-Demand in the system.

- Confirming the e-Demand using the e-Demand Reference Id and providing the OTP sent to his registered Mobile Number and Payment of WRF where applicable.

7.3   Once the WRF is collected, if due, the e-Demand shall be registered in the System and the Demand Number, Forwarding Note Number and the Priority Class and Number shall be displayed to the User.

7.4   Customer shall receive a PDF-document at his registered email id, which will contain all the details filled in by him as well as the demand number, forwarding note number, priority class and number, and time and date of registration.

7.5   A screen as 'Splitting of Demand/Forwarding Note' shall be available in the application which will be used by Railway user to capture complete actual Forwarding Note details including the Less than Wagon Load (LWL) Forwarding Notes (more than one Forwarding note in a wagon) as provided by the customer before reporting of Wagon Transfer Register (WTR) allotment in the Application. The option of 'Splitting of Demand/Forwarding Note' after registration of demand and before supply of rakes shall be available for all types of traffic including FFS aggregator. However, only FFS aggregator will be permitted to place multi-consignor demands as per para 7.1.1(a) above. This option shall be available with block rake/mini rake demand and not with piecemeal demand.

(Addendum dt.03.04.2020)

7.6   Sequencing to multiple forwarding notes will be generated as X.002, X.003, X.004 and so on for the e-Demand registered with single Forwarding Note with number as X.001

(Addendum dt.03.04.2020)

7.7   **Submission of letter of credit(LC) in case of goods traffic pertaining to Bangladesh**

(Addendum No.3 & Corrigendum No.4)

a) Customer interested to place indent for Bangladesh should register themselves under e-RD module of FOIS.

b) Indent can be placed after feeding the Letter of Credit (LC) details in the e-RD module of FOIS. The customer will feed LC details (e.g LC number, date of issue, date of expiry, name of bank, name of beneficiary, name of commodity, via route, tonnage mentioned in LC, tonnage moved by any other mode of transport on the same LC and upload LC document on e-RD module. LC details will not be changed after registration of indent subject to para (j). Indent will only be allowed for the said commodity and via route.

c) Consignor or consignee should be one of the beneficiaries mentioned in the LC. The LC should be valid during the registration of demand and period of validity should at least be upto the date of supply of wagons.

d) The customer can place indent only after feeding LC details in the e-RD module. Registration of LC details on e-RD module does not violate ODR in any way. After registration of indent, LC details filled by the customer will be tallied with the LC document uploaded by the customer, by goods staff of terminal or proxy terminal as nominated by division. If goods staff of the terminal or proxy terminal as nominated by the Division finds that LC details match with the LC document, then the Division will give go ahead under Remarks column in the system. Thereafter, indent(s) linked with such LC will be considered live in the system; till such time indent(s) will remain dormant. Tallying of LC details will be done in order of registration of indent. In case of any misdeclaration, all indents linked with such LC will be cancelled and WRF will be forfeited. Zonal Railway will mention the reason in this regard under Remarks column.

e) Multiple indents can be placed against a LC subject to the condition that cumulative tonnage of all such indents should not exceed the tonnage mentioned in the LC. However, multiple LCs cannot be linked to one indent . The tonnage for indents will be worked out on the basis of notified Permissible Carrying Capacity for traffic to Bangladesh *(Para 5 of Rates Master Circular/PCC/CC+8/2020/0 and as amended form time to time).*

f) Wagon Registration Fee(WRF) 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).

g) The customer will submit physical copy of LC to the Goods clerk before loading of wagons. There should be no discrepancy between LC details fed in e-RD and physical copy submitted to the Goods clerk.

h) The responsibility of ensuring genuineness and validity of LC is that of the customer. The customer has to ensure that there is no misdeclaration. In case of any misdeclaration, Railways will cancel the relevant indent and forfeit the WRF for the relevant indent.

i) If a rake gets detained by Customs due to discrepancy in LC or any other cause attributable to the customer, Detention Charge (whose rate will be same as Demurrage) will be levied for the period of detention of the rake.

j) If validity of LC expires before supply of rake, then it should be re-validated by the customer. However, revalidation of LC for an existing indent will not violate ODR in any way. After revalidation of LC, the customer will upload the revalidated document against the same LC on e-RD module and will also update the date of expiry of LC in the system. Other details of the revalidated LC should be same as that of the original LC. No rake will be supplied against an overdue LC. Customers will be allowed to update the validity period only and other fields will be non editable. Both original LC and revalidated LC should have the same attributes except the validity period. Original as well as revalidated LC will remain available in the system. Two alerts will be given to the customer for revalidation of LC, ten days and five days before the date of expiry of LC. Indent(s) will be considered live in the system only after revalidation of LC.

In case any customer fails to extend the validity before expiry of LC, the indent(s) stand cancelled. In such case of cancelled indent, the refund/forfeiture of Wagon Registration Fee(WRF) be dealt as per Para 201(15) (c) of Goods Tariff which prescribes for forfeiture of WRF when wagon indent is cancelled by indentor within ten days from the time of registration. Therefore, in case of Bangladesh Traffic, if time gap between registration of indent and date of expiry of LC is ten days or less, then WRF will be forfeited, else WRF will be refunded.

k) These guidelines will be applicable for all types of goods traffic (including NMG rakes) pertaining to Bangladesh.

l) LC numbers as given at the time of indenting will be captured in Railway Receipt.
(Board's letter No.TC-I/2019/101/1 Pt.(3316676) dt.31.03.2022)

Submission of multiple LCs in case of 'Motor Vehicles' traffic pertaining to Bangladesh

It has been decided to permit multiple LCs with respect to one indent in the case of 'Motor Vehicles' traffic pertaining to Bangladesh as a special case. All other extant guidelines holds good. CRIS/FOIS will make requisite provision in the system.
(Board's letter No.TC-I/2019/101/1 Pt.(3316676) dt.19.05.2022)

It is to clarify that customer may be allowed to upload LC, tonnage of which should be 'more or upto the freight or upto the weight of commodity' as declared by the customer while placing demand for wagons in e-RD. However, charging of freight should continue to be on the basis of PCC of wagons, as per extant guidelines.
(Board's letter No.TC-I/2019/101/1 Pt.(3316676) dt.04.05.2022)
(Board's letter No.TC-I/2012/101/1 Pt.(3317058) dt.29.11.2022)

7.8   **Provision for cancellation of already registered indent**

In case of indents placed through eRD module, customers will be given the facility for cancellation of already registered indent through eRD module. This facility will be optional. It will be applicable to all types of freight customers and all kinds of freight terminals (viz. Goods sheds, sidings, PFTs, GCTs etc.).

The guidelines regarding forfeiture of Wagon Registration Fee as per para 201(15) of Chapter-II of Goods Tariff (Part-I, Vol-I) should be followed.

(Addendum No.5)

8.0   PROCEDURE ON COMPLETION OF LOADING

On completion of loading, the e-Demand customer or his/her agent will show the e-Forwarding Note and the document received by him in acknowledgement of successful registration of demand on his/her mobile/laptop/tablet to the Goods Clerk. Unless and until, the e-Forwarding Note and the document are shown to the Goods Clerk, RR shall not be prepared for that e-Demand in FOIS Application.

CRIS/FOIS will ensure that the standard format of Forwarding Note is captured as e-Forwarding Note in the system and when customer places e-Demand it may be mandatory for the customer to select the Declaration Part and tick the same as a token for agreeing. An additional field may be included in the e-Forwarding Note where customer may fill in any information as per the requirement of railway administration (e.g. undertaking for standard bags of uniform size, etc.)

CRIS/FOIS will enable preservation of e-Forwarding Note in the system upto the prescribed preservation period with an option to retrieve the same by CGS as and when required.

(Corrigendum No.03)

9.0   PROCEDURE FOR COLLECTION OF WAGON REGISTRATION FEE (WRF)
(Corrigendum No.2)

Wagon Registration Fee (WRF) will be charged from the customers as per extant guidelines at the time of registration of demand. The procedure for collection and refund of WRF is given in the table below:

9.1	**Collection of WRF in case of customers who have entered into a tripartite agreement with railways and banks for e-payment of freight**	
9.1.1	In case of Customers who maintain a lump-sum account with railways	Deduction and refund of WRF will be done as at present
9.1.2	In case of customers who have been exempted from paying WRF	No action is necessary
9.1.3	In case of those customers who neither maintain a lump sum amount nor are exempted from paying WRF and	Zonal railway will allow such customer to make payment of WRF either through e-payment system or through

	hence pay WRF manually at the station	online payment system.
9.2	**Collection of WRF for customers who have not entered into a tripartite agreement with railways and banks for e-payment of freight**	
9.2.1	Customers registering demand at the goods shed by physically submitting the forwarding note	WRF to be paid by either cash or Demand draft, Refund of WRF will be done manually as per extant practice
9.2.2	For those customers who maintain a lump-sum deposit at the goods shed and wish to register their demand through the FOIS web portal	Debiting and crediting the WRF amount from the lump-sum deposit shall be done as at present **
	**CRIS will provide necessary linking of the lump-sum amount maintained by the customer for enabling registering of demand through web.	
9.2.3	For those customers who wish to register demand through web but do not maintain a lump-sum account	Zonal Railway will allow such customers to make payment of WRF through online payment system.

9.3   FOIS/CRIS will monitor daily transactions and accountal of WRF under e-RD module for all Zonal Railways. FOIS will generate a system containing detail such as Forwarding note no., Invoice details of WRF, Party name, reasons for forfeiture and provide it to the concerned Zonal Railways for credit to the earning.

(Corrigendum No.2)

10.0   e-TRANSACTION CONFIRMATION FOR COLLECTION OF WRF

Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.

11.0   COLLECTION OF FREIGHT FROM NON E-PAYMENT CUSTOMERS

Freight collection from all those customers, who have not entered into an e-payment agreement, shall continue as is being done currently.

12.0   TRAFFIC FOR WHICH e-RD WILL BE AVAILABLE

(a) e-RD is available for all freight traffic including container traffic* and iron-ore.

(b) e-RD is available for the freight traffic originating from one station/siding by a single consignor. It is applicable for FFS aggregator. It is not available for traffic originating from more than one station/siding and/or by multiple consignors.

(Addendum dt.03.04.2020)

(c) e-RD is mandatory for the sponsored traffic mentioned in Annexure-1.

(d) Electronic registration of indent for wagons is mandatory for all kinds of traffic except (i) Military Traffic, (ii) Traffic moved under natural calamities, disasters etc. as relief measure and (iii) any traffic for which PCCM may permit physical registration of indent in emergent situation including *force majeure*. In case of container traffic, the existing Demand cum Release module will continue to be applicable.

(*Board's letter No.TC-I/2019/101/1(3318665) dt.26.09.2022*)

*Note: The CTOs will submit all requisite details with regard to container traffic through e-RD module and EDI interface, as per the process flow designed by FOIS/CRIS and Demand will be confirmed only after following this process.
(*Board's letter No.TC-I/2012/101/1 Pt.(3317058) dt.15.05.2023*)

13.0   INTERVENTION OF GOODS SHED STAFF

There shall be no intervention of goods shed staff in case of e-RD; except in cases requiring splitting of Forwarding Notes after demand registration.

(*Addendum dt.03.04.2020*)

14.0   ASSIGNMENT OF PRIORITY BY SYSTEM

The system shall assign priority number and priority class in all e-RD cases.

15.0   AMENDMENT IN GOODS TARIFF

For introduction of electronic registration of demand, Rule 201 of Chapter-II of I.R.C.A. Goods Tariff No.41 Pt.-I Vol-1, has been modified as under:

Existing rules	Revised rules
"201(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."	"201(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."
"201(2) A Forwarding Note duly filled in should be tendered by the sender at the time of registration of demand for supply of wagons."	"201(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."

Zonal Railways may frame its own detailed guidelines as per Board's letter No.TC-I/2012/101/1 dt.07.01.2013 (Annexure-4) and get the same implemented in TMS in coordination with CAO(FOIS).

16.0 AMENDMENT IN INDIAN RAILWAY COMMERCIAL MANUAL

For collection of WRF via an electronic gateway, the relevant provisions of Indian Railway Commercial Manual(Vol-II) have been amended as under:

o An additional sub-para (e) has been inserted in Para 1408 of Indian Railway Commercial Manual (Vol-II), as under:
"1408(e)- Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer."

o Following line has been inserted at the end of Para 1409(b) of Indian Railway Commercial Manual (Vol-II):
"1409 (b):........Where WRF is refunded or adjusted via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer."

17.0 IMMEDIATE STEPS BE TAKEN FOR REGISTRATION OF CUSTOMERS

Zonal Railways shall take steps to register their customers for e-registration of demand. Technical issues, if any, may be sorted in coordination with CRIS.

Procedure for submission and sanction of Sponsored traffic

1.0   For sponsored traffic, the programme would require approval from a designated railway authority. CRIS will design an exclusive web based application in FOIS to enable customers to submit their proposed loading programme electronically to the respective designated railway authority who after examination would give the approval through this interface. However the customer shall continue to submit in physical form all those documents to the approving authority that are needed for giving approval to the programme submitted by them.

2.0   Sponsored Traffic: This traffic can be broadly classified into two categories, viz.
1) Sponsored traffic for coal - sanctioned by EDRM/Dir. RM Office or Zonal Railways
2) Sponsored traffic for others - which include Sponsored traffic for coal not sanctioned by EDRM Office and all other commodities, excluding iron-ore.

3.0   The designated railway authority for approving the programmed traffic would be as under: *(refer Preferential Traffic Order GO No.93 issued vide Board's letter No.2017/TT-III/1/1 dt.11.03.2019 and as amended from time to time)*

	Commodity	Designated Railway Authority
1.0	**Coal**	
1.1	Indigenous coal under Priority C	Executive Director, Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata for ER,ECR,SER,SECR, ECoR
		For other Railways, COM/CFTM of concerned Zonal Railway
1.2	Imported coal on Eastern, South-Eastern and East Coast Railways	Executive Director, Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata
1.3	Imported and Rail cum sea route Indigenous Coal: Central, Southern, South Central, South Western and Western Railways	COM/CFTM of the concerned Zonal Railway
1.4	Priority D coal	Executive Director, Rail Movement, or in his absence Director/Joint Director, Rail Movement, Kolkata for ER, ECR, SER, SECR and ECoR
		For other Zonal Railways, COM/CFTM of concerned Zonal Railway
2.0	**Food grains**	Zonal Railway/Railway Board
3.0	**Fertilisers**	
3.1	Fertiliser - Domestic	Zonal Railway
3.2	Fertiliser - Imported	Zonal Railway
4.0	**POL**	DTT (POL), Railway Board
5.0	**Other Sponsored Commodities**	CFTM of the concerned Zonal Railway.

4.0   For COAL, WASHED COAL & COKE(EXCEPT PET COKE) – Sanctioned by EDRM, Kolkata:

Loading of Coal, Washed Coal, Coke(except Pet Coke), imported coal either under Priority C or Priority D.

- Authorised users (Consignee/Consumer) shall login to the system, select coal/Coke(except Pet Coke)/washed coal with EDRM sanction option as applicable and submit their consolidated program.

- Sponsors shall endorse/reject the consolidated Programs submitted by the Consumers wherever required.

- Authority authorised to endorse the programs are as follows:
  o For Coal, concerned coal company shall endorse the consolidate Program.
  o For Washed Coal, Washery shall endorse the consolidate Program.
  o For Coke(except Pet Coke), Coke Oven Plant shall endorse the consolidate Program.
  o However programs for imported coal and Coke(except Pet Coke) are not required to be endorsed by a sponsor.

- In case of Rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to the Consumer against the consolidated Programs submitted by him.

- Once the consolidated Programs are endorsed by the Sponsors wherever required, the Consumer shall bring all the supportive documents of the Program and submit the same to EDRM Office manually.

- EDRM Office shall verify the documents submitted by the Consumer with the Programs entered by him on the System. EDRM shall approve/reject the consolidated Programs as endorsed by the Sponsors.

- In case of Rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Sponsor and the Consumer against the consolidated Programs submitted/endorsed by him.

- The System shall show the applicable Priority Class as per Preferential Tariff Schedule based on the inputs captured in the process. EDRM shall confirm the same at the time of sanctioning the Program which cannot be modified at a later stage.

- When sanctioned by EDRM, the consolidated Program shall be converted to individual Rake Programs against which the Sponsor shall register the e-Demand in the system and Divisional Authorities shall allot the rakes against these Rake Program/e-Demands.

- In case of Imported Coal & Coke(except Pet Coke) where endorsement is not required, the Consumer shall register the e-Demand in the System against the Sanctioned Program.

- After sanction of Program by EDRM, in case there is a requirement to modify the sanctioned program, the Customer shall follow the process of Annexure-D as currently being followed and the same shall be recorded in the system. These modified programs shall be treated as Fresh Programs, which shall undergo the process of Endorsement and Sanction by EDRM as mentioned above.

5.0   For COAL, WASHED COAL, COKE(EXCEPT PET COKE) and imported coal and Other Sponsored Commodities Sanctioned by designated Railway Authorities, other than EDRM

- Authorised users (Consignee/Consumer) shall login to the system, select "Customer Rake Requirement (CRR)" option and submit their program. In case the Consignor and Consignee/Consumer are different then the programs shall be endorsed by the Consignor. If the Consignor and Consignee/Consumer are same then the Rake Programs shall be treated as endorsed by the system.

- Once the Program is endorsed by the Consignor wherever required, the Consignee/Consumer shall bring all the supportive documents of the Program and submit the same to designated Railway Authorities manually. Designated Railway Authorities shall verify the documents submitted by the Consignee/Consumer with the Programs entered by him on the System

- Designated Railway Authorities shall approve/reject the Programs as endorsed by the Consignor. In case of rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Consignor and the Consignee/Consumer against the Programs submitted/endorsed by him

- However, in case the Customer Rake Requirements (CRR) entered by the Consignee and endorsed by the Consignor wherever required, does not require sanction by the Designated Railway Authorities, then, the concerned Authorities shall opt for "Sanction Not Required" option on the Sanction Screen. The information regarding the same shall be displayed to both Consignor and the Consignee/Consumer against the Programs submitted/endorsed by him.

- The System shall show the applicable Priority Class as per Preferential Traffic Schedule based on the inputs captured in the process. Designated Railway Authorities shall confirm the same at the time of sanctioning the Program which cannot be modified at a later stage.

- After sanction of program by designated Railway Authorities, the Consignor shall then register e-Demand against the sanctioned programs in the system and the Divisional Authorities shall allot the rakes against these sanctioned and registered Program/e-Demands.

- Where the customer wishes to register demand for a rake not in the sanctioned programme list, then the procedure that has been outlined above for getting the programme sanctioned has to be repeated.