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

New Delhi, dt.07.02.2025

No.TC-I/2023/104/efile/1 (3449966)

General Manager
All Zonal Railways

Sub: Registration of indent and generation of Credit Note in case of Railway Material Consignment through the system.
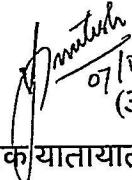
Please find enclosed herewith a copy of process flow prepared by CRIS/FOIS with regard to registration of indent and generation of Credit Note in case of Railway Material Consignment through the system.

All concerned may be advised to follow the process flow for the registration of indents and generation of Credit Note in case of Railway Material Consignment.

FOIS will coordinate with Zonal Railways.

This issues in consultation with Engineering, Accounts and Finance directorates of Ministry of Railways.

DA:as above

07/02/25
(अमितेश आनंद)
निदेशक यातायात वाणिज्य (दर)
रेलवे बोर्ड

Copy for necessary action:

1. **PCCM, PCOM, PCE, PFA**, all Zonal Railways
2. **MD/CRIS; CAO(FOIS); GS/IRCA**
3. **DG/ NAIR, DG/IRITM**
4. **MD/KRCL, MD/DFCCIL**

Copy for information:
CRB, M(O&BD), M(Fin.), Railway Board
AM(C), AM(T), AM(R), PED(TT/M), PED(Vig.), PED(Accts), **EDPG/MR, EDPG/MoSR(R), EDPG/MoSR(S),** EDTC/R, EDFM, EDTT/S, EDFC, ED(CC), **OSD/MR**

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Process flow for Digitization of Credit Note in case of Railway Material Consignment

- Railway departments; Engineering, Mechanical, Electrical, S&T etc. shall nominate supervisory stafffor handling the commercial activities like demand registration (for placing indent), taking delivery and they will be play the role of Consignor/Consignee.

- RMC (e.g. Ballast) are also booked to private sidings by engineering department. The concerned Railway field official, under whom the private siding jurisdiction falls, will act as consignee.

- After getting login credentials, he/she will place online indent for RMC traffic through e-RD portal.

- Departmental allocation number (Allotted as department wise for each division) will be mandatory to feed while registering indent on e-RD portal.

- System shall generated e-RMC Credit Note with details of indent except freight amount, actual weight, chargeable weight, RR Number, Invoice Number, Rate before submitting the Forwarding Note with modification facilities in e-RMC Credit Note. Name & Designation of the issuing authority shall be captured by the system while generating the e-RMC Credit Note.

- e-RMC credit Note shall have unique number generated by FOIS with the following mask, Ex. RAAXXXXDDMMYYS. R=RMC, AA=Zone, XXXX=Station alfa code, DDMMYY=date of issue of e-RMC Credit Note, SL=Serial Number of e-RMC Credit note.

- At the time of generation of RR, system generated Credit Note (e-RMC Credit Note) will be issued of value of Freight/Ancillary charges, actual weight, and chargeable weight, RR Number, Invoice Number, Rate and RR should capture the e-RMC Note number.

- Freight and other charges calculated by FOIS, actual weight, and chargeable weight, RR Number/Date, Invoice Number/Date, Rate while generating RR shall be displayed in e-RMC Credit Note.

- System generated Credit Note (e-RMC Credit Note) along with Railway Receipt (e-TRR) will be transmitted to the consignor, Consignee, Accounts department, destination station, originating station (for record) etc. e-RMC Credit Note number should be mentioned in the e-TRR.

- The fields in the physical credit note should be replicated in the system generated credit note.

- A provision will be made in the FBD portal for display of credit note details for the concerned department/staff.

- MIS report regarding allocation wise credit note will be available in the system for use of all concerned.

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- e-RMC Credit Note shall be available to department's executive and Traffic Accounts.
- e-RMC Credit Note shall reflect in e-CR Note as voucher which is at par with other vouchers.
- **Inward Traffic: -** FOIS (Station Staff) can generate e-RMC Credit Note with all other charges and local charges related to RR.
- The e-RMC Credit Note thus generated needs to be authorized by the executive before removing the consignment. Name & Designation of the issuing authority shall be captured by the system while generating the e-RMC Credit Note.
- e-RMC Credit Note shall be available to department's executive and Traffic Accounts.
- e-RMC Credit Note shall reflect in e-CR Note on the date of authorization.

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Credit Note in Clearance of Railway Stores and Materials

................Railway   Station.............   Local/Foreign...............

Credit Note No.RAAXXXXDDMMYYS   Type of Consignment..............

Debit able Department...................   Zone.............   Division.................   Allocation No...................

Inv. No.	Inv. Dt.	RR No.	RR Dt.	Designation & Address of the Consignor	Designation & Address of the Consignee	Station From	Station To	No. of Wagons	Railway	No. of Packages	Description	Actual Wt.	Chargeable Wt.	Rate	Amount	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Name & Designation of the Issuing Authority