

COMPENDIUM

“Electronic Transmission of Railway Receipt (eT-RR)”

As prescribed vide

Rates Master Circular/eT-RR/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 given with regard to amendments/clarifications and the same be referred to)

INDEX

Topic	Para No.
1. eT-RR	1.0
2. Practice	2.0
3. Concept of eT-RR	3.0
4. Registration of customers	4.0
5. Procedure for generation and transmission of eT-RR	5.0
6. Procedure for viewing, transfer and surrender of eT-RR by consignor	6.0
7. Procedure for viewing, transfer and surrender of eT-RR by consignee	7.0
8. Procedure for giving delivery/rebooking of consignment/issue of Supersessional RR by goods clerk	8.0
9. General	9.0
10. Applicability	9.7
11. Role and responsibility of FOIS/CRIS	10.0
12. Secure implementation and reconciliation of eT-RR	11.0

Sub: Electronic Transmission of Railway Receipt (eT-RR)

1.0 eT-RR

The scheme of eT-RR provides facility for transmission of Railway Receipt to rail users electronically through TMS/FOIS.

2.0 PRACTICE

Presently, Railway Receipt (RR) is prepared at the forwarding station after completion of loading through TMS. Four foils are printed namely Receipt (RR), Transit Invoice, Accounts Foil and Record Foil. RR bears the signature of goods shed staff. Its electronic image can be viewed at the destination by goods shed staff in the TMS. RR printed (on pre-printed stationery) is given to the rail customer (viz. consignor), who further transfers it to the consignee through post or courier. Endorsement of RR is done manually. At destination station, delivery of consignment is given on surrender of original RR by customer duly taking signature of the invoiced or endorsed consignee(s) on the delivery register.

3.0 CONCEPT OF eT-RR

Electronic transmission of Railway Receipt (eT-RR) envisages a user friendly and paperless transaction system wherein RR will be transmitted electronically to rail customers. Customers (consignor and consignee both) wishing to avail this facility will have to pre-register themselves as per the procedure laid down for registration of demand for wagons electronically (e-RD) through FOIS. At the time of booking, the customer may opt for eT-RR. After completion of loading, eT-RR will be generated in the system, which can be accessed by the customer on FOIS. The consignor will be able to transfer the eT-RR to registered user of his organization or to invoiced consignee(s) through FOIS. Delivery of consignment will be given on e-surrender of eT-RR by the consignee as per the procedure prescribed below. The procedure of e-surrender will also be applicable in case of rebooking/diversion. Detailed guidelines are contained in this circular.

Note: To promote electronic RR (eT-RR), it has been decided that in cases where physical RR is permitted, reason for permitting the same shall be recorded in machine readable form.

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

4.0 REGISTRATION OF CUSTOMER

Rail customers wishing to avail the facility of electronic transmission of Railway Receipt (eT-RR) would be required to pre-register themselves (consignor and consignee

both) as per the procedure laid down for registration of demand for wagons electronically(e-RD) through FOIS.

5.0 PROCEDURE FOR GENERATION AND TRANSMISSION OF eT-RR

5.1 At the time of booking, registered customer will have to opt for issue of eT-RR and this option will be captured in the system.

5.1.1 In case of splitting of Forwarding Notes after demand registration; e.g. in cases of demands registered by customers under Freight Forwarder Scheme, Iron & Steel traffic etc. the customer will be able to exercise the option of eT-RR or normal RR (i.e. RRs issued on pre-printed stationary) against each Forwarding Note at a later stage also, until before RR preparation. In case customer does not select any option, then non-eTRRs will be issued by default.

(Addendum dt.03.04.2020)

5.2 After completion of loading, eT-RR would be generated and transmitted through FOIS. Goods clerk will continue to be responsible for correct preparation of RR as per extant guidelines. Once eT-RR is generated and freight charges are collected, no correction will be permitted in it. It is, therefore, mandatory for Goods clerk to carry out correction(s), if any, before collection of freight and transmission of eT-RR. Zonal Railways should ensure that all steps are taken to educate the Goods clerks so that the system of manual corrections of RR is eradicated well before the implementation of eT-RR as manual correction(s) will no longer be possible. Commercial officers of Zonal Railways shall ensure accurate and regular updation of source data in the system (TMS/FOIS).

5.3 eT-RR will capture the (i) name and designation of the Goods clerk issuing the eT-RR, (ii) time of transaction and (iii) location of transaction. The present practice of an omnibus password for TMS for all the goods clerk posted at a location should be immediately discontinued since the eT-RR system needs to capture the name of the goods clerk preparing the eT-RR.

5.4 In case where more than one RR is issued for a rake, combination of eT-RRs and normal RRs will be allowed as per the choice exercised by the customer.

(Addendum dt.03.04.2020)

5.5 As and when eT-RR is generated, a system generated message (containing the unique Freight Number Record viz.FNR No.) will be sent to the consignor on registered email id and/or SMS to registered mobile number stating that it can open and view the details of eT-RR.

5.6 System will also send a PDF copy of eT-RR to the consignor. The consignor can take a print of the eT-RR(PDF format) for the purpose of record. The eT-RR will carry a disclaimer stating that this is a system generated statement for the purpose of record only.

6.0 PROCEDURE FOR VIEWING, TRANSFER AND SURRENDER OF eT-RR BY CONSIGNOR

6.1 Procedure for viewing eT-RR:

For viewing the eT-RR, the consignor shall login the e-demand module on FOIS using his user ID and password and choose eT-RR icon. The system will direct him to fill the FNR No. and the password. On entering the same, the consignor will be able to view the details of eT-RR. The consignor will be directed to choose any one of the following options:-

- a) transfer of eT-RR to any of the registered users of his organization or to the invoiced consignee.
- b) surrender of eT-RR to railways for issue of supersessional RR.

(The provision of 'single OTP valid for whole day' in case of transfer/surrender of eTRR by consignor to consignee has been implemented in the system from 01.10.2024 [Board's letter No.TC-I/2019/103/1(3318687) dt.17.09.2024])

6.2 Procedure for transfer of eT-RR to any of the registered users of his organization or to the invoiced consignee

- a) The consignor will be able to transfer the eT-RR through the FOIS system only. For this, he will need an OTP which will be sent by the system after the request is made.
- b) As and when eT-RR is transferred, a system generated message (containing unique FNR No.) will be sent through email/SMS to the consignee/registered user of consignor's organization, as the case may be, stating that it can open and view the details of eT-RR on FOIS system. A confirmation message of 'successful transfer' will also be sent to the consignor.

6.3 Procedure for surrender of eT-RR for the issue of Supersessional RR

(Corrigendum No.01)

- a) For surrender of eT-RR for the issue of supersessional RR, consignor will need to choose that option and will need an OTP which will be sent to him once the request is made.
- b) On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignor or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction

is successful, will be sent to the Consignor on his registered e-mail id and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station.

- c) The consignor/authorized agent will need to have the Transaction Slip (on their mobile/tablet/laptop) and approach concerned Goods clerk for issue of supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. The Goods Clerk will, thereafter, issue a supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent.

7.0 PROCEDURE FOR VIEWING, TRANSFER AND SURRENDER OF eT-RR BY CONSIGNEE

7.1 Procedure for viewing eT-RR

After receipt of message of successful transfer of eT-RR, the consignee shall login to the e-demand module on FOIS using his user ID and password and choose the eT-RR icon. The system will direct him to fill the FNR No. and the password. On entering the same, the consignee will be able to view the details of eT-RR. The consignee will be directed to choose any one of the following options:-

- a) transfer of eT-RR to any of the registered users of his organization.
- b) surrender of eT-RR to railways- (i) for taking delivery of the consignment **or** (ii) for rebooking of consignment **or** (iii) for issue of supersessional RR

7.2 Procedure for transfer of eT-RR to any of the registered users of his organization:

- a) The consignee will be able to transfer the eT-RR through the FOIS system only. For this, he will need an OTP which will be sent by the system after the request is made.
- b) As and when eT-RR is transferred, a system generated message (containing unique FNR No.) will be sent through email/SMS to the registered user of consignee's organization, stating that it can open and view the details of eT-RR on FOIS system. System will send a PDF copy of eT-RR to the consignee. A confirmation message of 'successful transfer' will also be sent to the consignee.

7.3 Procedure for surrender of eT-RR to railways for the purpose of delivery/rebooking/issue of supersessional RR

- a) For surrender of eT-RR, consignee/registered user of his organization will need to choose that option and will need an OTP which will be sent to him once the request is made. He will surrender the eT-RR by choosing the requisite option viz.(i) for taking delivery of the consignment **or** (ii) for rebooking of consignment **or** (iii) for issue of supersessional RR.

- b) On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignee or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction is successful, will be sent to the consignee on his registered e-mail id and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station.
- c) The consignee/authorized agent will need to print the Transaction Slip and take the same to the concerned Goods clerk for the purpose of delivery/rebooking/issue of supersessional RR alongwith a print out of eT-RR (PDF format supplied by the system).

8.0 PROCEDURE FOR GIVING DELIVERY/REBOOKING OF CONSIGNMENT/ISSUE OF SUPERSESSONAL RR BY GOODS CLERK

8.1 Procedure for delivery of consignment

(Corrigendum No.2)

- a) Delivery of consignment will be given to the person, who produces Transaction slip and eT-RR on his/her mobile/tablet/laptop/ipad or print out of eT-RR (PDF format supplied by the system) to the Goods staff. The Goods staff will match the identification details of the person as captured in the FOIS/TMS.
- b) Goods staff will fill in requisite details in the delivery option provided in the system. Once Goods staff submits delivered option, a 'successful delivery' message will be sent by the system to the consignee through email/SMS.
- c) Goods staff will also obtain signature of the person taking delivery in the delivery register duly mentioning the Transaction ID.
- d) At the time of delivery, Goods staff will check the correctness of eT-RR and collect any amount due as per extant rules. System will provide the facility to capture the details of such recovery and its linkage with the concerned eT-RR.
- e) Where railway administration delivers the consignment to the person who produces e-surrender Transaction Slip and eT-RR on his/her mobile/tablet/laptop/ipad or print out of eT-RR (PDF format supplied by the system), it shall not be responsible for any wrong delivery on the ground that such person is not entitled thereto or that the transfer/surrender of eT-RR is forged or otherwise defective.

- f) CRIS/FOIS will enable preservation of eT-RR in the system upto the prescribed preservation period for physical RR and with an option to retrieve the same by the CGS as and when required.

8.2 Procedure in case of partial delivery

(Corrigendum No.2)

In case when delivery of consignment has been withheld by railway administration and/or partial delivery of consignment is given. Goods staff will put relevant remarks in the column provided in the e-surrender transaction slip into the system. A message in this regard will be sent by the system to the customer(consignee).

8.3 Procedure in case of rebooking of consignment

(Corrigendum No.01)

When consignee/authorized agent approaches concerned Goods clerk for rebooking of consignment along with copy of Transaction Slip and eT-RR on their mobile/tablet/laptop, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods clerk will, thereafter, issue a fresh eT-RR in the case of rebooking by default if no option otherwise is given by consignor/authorized agent.

8.4 Procedure for issue of Supersessional RR

(Corrigendum No.1)

When consignee/authorized agent approaches concerned goods clerk along with the copy of Transaction Slip and eT-RR on their mobile/tablet/laptop for issue of Supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. A message will be sent by the system to the TMS at originating station that the eT-RR has been surrendered for the purpose of issue of Supersessional RR. The goods clerk of originating station, on receipt of such message, will issue a Supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent.

8.5 Procedure for surrender of eT-RR and preparation of SRR in case of operational diversion

(Corrigendum No.1)

After completion of the task of Operational Diversion in RMS by the competent authority, it is transmitted in TMS for completing commercial formalities. Diversion Order is fed in RMS by the competent authority and system generates corresponding Diversion Order Number. After getting the Diversion Order Number, Goods Clerk of originating station will e-surrender the eT-RR and prepares Supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent. Once the eT-RR is surrendered by Goods Clerk on account of Operational Diversion, further reporting on the eT-RR by the customer will be disabled in the eT-RR module.

9.0 GENERAL

- 9.1 Accounts Foil of eT-RR will be transmitted to concerned Traffic Accounts office and retained in electronic form. Record Invoice will be retained in electronic form in the system of originating station. The foil intended for destination will be transmitted in electronic form and goods clerk will be able to open and view its details.
- 9.2 In place of Transit foil, the system will provide the facility of viewing eT-RR details, as and when required, by Tax authority of respective State Government/Central Government.
- 9.3 CRIS will also provide the facility of viewing eT-RR details, as and when required, by the Service Tax authority.
- 9.4 In case of technical error (like system breakdown or network failure) when eT-RR could not be generated or transmitted, the normal RR on preprinted stationery may be given to the customer after Goods clerk has obtained due permission from Sr.DCM/DCM incharge who will in turn take due confirmation from CRIS.
- 9.5 System will provide Zonal Railways the facility to view transaction log for each transaction, on real time basis.
- 9.6 All extant guidelines pertaining to RR will continue to apply in the case of eT-RR to the extent modified by this circular.

9.7 **Applicability**

(Addendum dt.03.04.2020)

- (a) eT-RR is applicable for all freight traffic, including container traffic and iron-ore.
- (b) eT-RR is applicable for multiple RRs.
- (c) With regard to eT-RR for multiple consignees under an indent, there is a provision in e-RD module for consignor to place e-demand with multiple forwarding notes for different consignment. Here, it may be noted that this is for single consignor indent only.
- (d) eT-RR is applicable to single consignor traffic.
- (e) As an exception to (d) above, in case of FFS traffic, eT-RR is applicable.
- (f) eT-RR is applicable for the freight traffic originating from single point as well as from multiple points. This derives from Para 5.4 of this policy.

- (g) It is clarified that under e-RD, Divisional Railway Authority can club more than one mini rake/piecemeal demands from various consigners to form a rake demand, including demands of multiple consigners and/or demands from multiple originating stations.

9.8 Zonal Railway must make all efforts to motivate all of its freight customers to get them registered in e-RD module of FOIS and to opt for eT-RR, in place of physical RR.

10.0 ROLE AND RESPONSIBILITY OF FOIS/CRIS

- i. CRIS to develop the software for eT-RR and issue secured unique User ID and password for each staff of each goods shed office dealing with the preparation of RR and delivery of consignment. The system should be built in with the features to ensure that all transactions are done in a secured way. The responsibility for obtaining User Id and password from CRIS for all goods staff dealing with the preparation of RR and delivery of goods will lie with the concerned Zonal Railway.
- ii. eT-RRs will be issued under different code/series, and will have distinct colour code in TMS.
- iii. Details of surrendered RRs are already available for viewing by TA office in FOIS module. Now, details of surrendered eT-RR details will also be available in the same format, with a filter for eT-RRs.
- iv. All requisite MIS reports shall be made available for Commercial & Accounts officials.
- v. Till the system stabilizes, provision for printing PDF copy of eT-RR by TA office will be available; if so required for internal checks and records as per codal provisions.
- vi. FOIS will prepare detailed action plan and monitor its implementation on day-to-day basis. It will organize training program for field officials to facilitate smooth implementation of eT-RR.
- vii. As and when TAMS will be implemented, the details of eT-RRs will be shared with TAMS through EDI and be shown in the Error Sheet Module (ESM); as is being done for other RRs. A filter may be provided in the ESM for eT-RRs.
- viii. After launch of claims module, integration of it with TMS shall include provision flagging of eT-RRs against which refund has been processed/passed by Accounts Department.

11.0 SECURE IMPLEMENTATION AND RECONCILIATION OF eT-RR

Secure implementation of eT-RR, protection of user IDs etc. will be done as per the instructions issued by C&IS Dte. and reconciliation of eT-RR will be done as per the guidelines prescribed by Accounts Dte. of Railway Board.