

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

No. 2005/TC(FM)/11/2.

रेल भवन, नई दिल्ली – 110 001, तिथि
Rail Bhavan, New Delhi – 110 001, dated **04.02.2009**

General Managers,

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| 1. Central Railway, Mumbai (CSTM). | 9. North Western Railway, Jaipur. |
| 2. Eastern Railway, Kolkata. | 10. Southern Railway, Chennai. |
| 3. East Central Railway, Hazipur. | 11. South Central Rly., Secunderabad. |
| 4. East Coast Railway, Bhubaneswar | 12. South Eastern Railway, Kolkata. |
| 5. Northern Railway, New Delhi. | 13. South East Central Rly, Bilaspur. |
| 6. North Central Railway, Allahabad. | 14. South Western Railway, Hubli. |
| 7. North Eastern Railway, Gorakhpur. | 15. Western Railway, Mumbai (Chrchgate). |
| 8. Northeast Frontier Railway, Maligaon. | 16. West Central Railway, Jabalpur. |

Sub: Specification of Parcel Way Bill (PWB)/Luggage ticket and Gate pass to be used in Parcel Management System for Computerization of parcel business over Indian Railways.

Railway Board has given approval for computerization of parcel offices of all major stations of Indian Railways under Parcel Management System (PMS). Pilot project of Parcel Management System (PMS) has already been implemented at 7 locations on New Delhi – Howrah corridor which envisages tracing of status of parcel consignments through its journey. PMS has been designed to computerize all activities related to parcel service viz. booking, loading, unloading, inventory management and delivery of parcel consignments. This also includes generation of computerized Parcel Way Bills (PWBs) and Gate Pass.

In this connection, (i) a common proforma for Parcel Way Bill (PWB) and Luggage ticket and (ii) proforma for Gate pass, which are to be used uniformly by all the zonal railway for computerized booking counters under 'Parcel Management System (PMS)', has already been circulated to the zonal railways vide letter No. 2007/TC (FM)/10/12 dated 03.06.2008.

It has been decided that under 'Parcel Management System (PMS)' for computerization of parcel business on Indian Railways the following specification for stationery for Parcel Way Bills (PWBs) and Gate Pass should be adopted:

Specifications:-

1. The computerized Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass should be a pre-printed format.
2. It should have perforation on two sides.
3. Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass should be watermarked with "INDIAN RAILWAYS" logo in small size, in an intricate pattern printed in bilingual i.e. in English and Hindi on all the foils in thin prints in background.
4. The size of the paper for Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass stationery shall be 10"x 7".
5. Parcel Way Bills/Luggage ticket and Gate Pass stationery should be 10"x 7"x 4 and 3 ply multi part, continuous stationery with self inking and sprocket holes on either side.

6. Specifications, colour and size of paper for each foil of Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass shall be as under:-

Parcel Way Bill (PW Bill)/ Luggage ticket

Foil Number	Type of foil	Colour of paper	Size of paper
First (Top) foil	Railway Receipt	Pink colour paper	58 GSM
Second foil	Accounts	Light Green colour paper	58 GSM
Third foil	Invoice	Sky Blue colour paper	58 GSM
Fourth foil	Record	White colour paper	70 GSM

Gate Pass

Foil Number	Type of foil	Colour of paper	Size of paper
First (Top) foil	Delivery Receipt	Pink colour paper	58 GSM
Second foil	Gate Clerk copy	Sky Blue colour paper	58 GSM
Third foil	Record	White colour paper	70 GSM

7. The 'Record' foil of Parcel Way Bill (PWB) /Luggage ticket and Gate Pass foils should be of 70 GSM to preserve the foil for a longer period.
8. Each type of foil of Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass should be 'slip-printed' at right side top corner on Parcel Way Bill (PWB)/Luggage Ticket and Gate pass.
9. Each set of Parcel Way Bill (PWB)/ Luggage Ticket and Gate pass should be machine numbered with a unique 7-digit Stationery Number, preceded by the alphabetical series. The machine number shall be printed at right-side top corner on Parcel Way Bill (PWB)/ Luggage Ticket and Gate Pass.
10. The number printed on the right hand top corner of computerized Parcel Way Bill (PWB)/ Luggage Ticket and Gate Pass in a box is essentially the Computerized Printed stationery number. The Computer printed number should match with the pre-printed stationery number on the Parcel Way Bill (PWB)/ Luggage Ticket and Gate Pass. This will enable to check any case of mismatch.
11. A unique 'Progressive Reference Record' number is generated for every booked consignment in PMS software. This enables continuity on the basis of Parcel/Luggage/VP and Local/Foreign. This also ensures proper accountal and generation of PMS reports on the basis of requirement.
12. A unique pattern/font of printing should be used as is in practice for printing UTS tickets.
13. Parcel Way Bills/Luggage ticket and Gate Pass should be treated as a money value book for indenting, custody and issue purposes as contained in para 812, 915 and 916 of Indian Railway Commercial Manual (IRCM).

This issues with concurrence of Finance Directorate of the Ministry of Railways.

(Sanjay Goel)
Director Freight Marketing

No. 2005/TC(FM)/11/2.

New Delhi, dated 04.02.2009

Copy forwarded to :

1. DAI (Railways) with 36 spares.
2. FA&CAOs, All Indian Railways.

for Financial Commissioner/Railways

Copy forwarded for information and necessary action to:

1. The Chief Commercial Manager, All Indian Railways.
2. The Chief Passenger Traffic Manager, All Indian Railways.
3. The Chief Commercial Manager (FM), All Indian Railways.
4. Managing Director, Centre for Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
5. General Manager (Project), Centre for Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
6. MD/CCM, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No.6, Sector 11, CBD Belapur, Navi Mumbai-400014.
7. Indian Railways Institute of Transport Management, Hardoi By-Pass Road, Manak Nagar, Lucknow – 226011.
8. MT, FC, AM(Traffic), AM(C), Adv.(Rates), Adv. (F), Adv. (Vig), ED(C&IS), ED(Stores), ED(Accounts), EDF(C&RM), EDV(T), EDPM, DTC(R), Dir.(C&IS), DF(C)/Railway Board for kind information.

(Sanjay Goel)
Director Freight Marketing