

मुंबई पोर्ट ट्रस्ट

MUMBAI PORT TRUST

फोन/Phone : (91 22) 6656 4150
फैक्स/Fax : (91 22) 2269 1130
मेल/mail : rm@mbptmail.com



रत प्रबन्धक का कार्यालय
६, रामजीशाई कामानी मार्ग
बलार्ड इस्टेट, मुंबई - ४०० ००१
Railway Manager's Office,
6, Ramjibhai Kamani
Marg, Ballard Estate,
Mumbai - 400 001

RM/EY-190/V/2019/297

Date : 8th March, 2019.


The Dy. Traffic Manager (General)
& CPIO, Traffic Department.

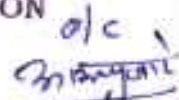
Sub : Information sought under RTI Act 2005
by Shri Deepak Gupta.

Ref : TM/M/13-5/RTI/197/111/3643 of 2018-19
dated 27/02/2019.

With reference to above, please find information for points No. 1 to 5
related to Railway Division.

D.A. : As above.


ASSIT. TRAFFIC MANAGER
CPIO, RAILWAY DIVISION

o/c


RM/WW-11/2019

Sub : Information sought under RTI Act 2005 by
Shri Deepak Gupta.

Ref : TM/M/13-5/RTI/197/111/3643 of 2018-19
dated 27/02/2019.

Regarding Point No. 1 :

The process of railing out the imported containers at Mumbai Port in India to various ICDs is as below :

LOADING OF WAGONS :

A. SUBMISSION OF INDENT:

Consigner fills in the prescribed indent Form in duplicate and submits the same to the SM/GC. On receiving the duly filled Indent form, the SM/GC accepts the Indent form and put date and time on the Indent. The time permitted to place the indent is up to 16.00 hrs of the day in question. In case of RCD, the indents are forwarded through the Shed Supdt, RCD. The Indent Form for the RCD Containers are different from the normal Indent Form. For Docks Siding, the indent is submitted by the office of Sr. Dy. Traffic Manager (Operations) on different form of the Docks Department.

B. VERIFICATION OF INDENT:

On receipt of the Indent, the Goods Clerk confirms the following:

- i. Whether the station is opened for Goods Traffic offered.
- ii. Whether the station is restricted for the traffic.
- iii. On what route & via the goods traffic shall move to the destination.
- iv. At RCD, GC/AGC (Sr) verifies the indents for the endorsement of the Shed Supdt. 'Please accept the indent' and also as to whether the cargo is hazardous or ODC. In case of hazardous cargo, permission from Asstt. Manager (Hazardous Cargo) is required and the consignor has also to give an Indemnity Note for Dangerous Goods. In case of ODC, ODC sanction is required from Central Railway.

C. PRIORITY:

Goods Clerk also checks the priority on basis of commodity after summarizing all Indents

Signature
16/17

D. SCRUTINY OF INDENT AND DEMAND:

After scrutinizing all the Indents, the Goods Clerk prepares a message giving details of booking station routes and numbers and types of Wagons, Commodity and priority to the Controller over phone after taking initials of Consigner and recording date and time. In case of RCD, Forwarding Note is also supplied by the consignor along with the indent and the particulars of indents are entered in the "Indent Register for RCD". The particulars are also feed in the computer in Railway Management System.

E. VERIFICATION BY CONTROL AND SANCTION FROM CFTM, CENTRAL RAILWAYS:

The Controller verifies the details of Indents and confirms the availability of stock of wagons on this Rly. Further, the Controller repeats the indent to CFTM, C. Rly. for arranging the supply of wagons. CFTM, Central Railway sanctions the supply of wagons.

F. SANCTION:

On receipt of sanction from CFTM, Central Railway, the Controller issues the sanction message to the Station (With modification, if any viz. types of Wagons, Nos. of Wagons). The Asstt. Goods Clerk enters full details in Supply Sheet and informs to the Consignor accordingly. The loading of the cargo into the wagons shall be done by the Consignor. In case of RCD, sanction is given by Asstt. Manager (Optg.).

G. SUPPLY AND LOADING OF WAGONS:

Station Master and consignor are ready to receive the wagons. After receiving the wagons, the same are placed for loading at General siding or private siding as per the Indent. After placement, timing is recorded by the trains clerk in the empty placement register. The party commences loading immediately after the placement of wagons. At the time of placement or loading, if the party complaints or station staff finds that any wagon/wagons is not suitable for loading, the loading is not done in such wagons and Chalk marking is done on the wagons. The consignor must complete the loading of all the wagons placed for loading within free hours from the time of placement, otherwise party will be liable for demurrage. In case of RCD, no demurrage is levied on the party as loading and unloading is done by the port. At the time of loading of dangerous/hazardous cargo alongwith other things the special permission of Asstt. Manager (RCD) is required.

At RCD, AGC (Sr) generates Sequence List of the indent by Railway Management System and at the time of loading, the AGC (Sr.) (Loading Clerk) verifies the No. of containers with the sequence list.

H. ACCEPTING THE FORWARDING NOTE:

After loading, consignor prepares a Forwarding Note on prescribed form supplied by Indian Railway giving the details of from & to Station, Name of the Consigner, Consignor, description of Goods packing condition 'paid'/ 'to pay' and after signing the same, consignor hands over to Goods Clerk. In case of RCD, CONCOR's Forwarding Note is taken in advance from the party along with the indent. CONCOR's Forwarding Note for the general cargo is in white colour and for dangerous cargo in pink colour.

I. COMPLETION OF LOADING:

Goods Clerk verifies the columns filled in the Forwarding Note and instructs the AGC (Sr)(loading clerk) to declare the timing of completion of loading. Simultaneously the loading Clerk prepares the wagon documents: Seal labels and bracket labels and get the wagons sealed with the help of sealing hamal. Further, he prepares the Loading Sheet and declares the completion of loading date and time (On the loading Sheets itself). Loading clerk then informs Asstt. Station Master/ Trains Clerk about the completion of loading who writes the same in ASM Diary that the wagons are sealed, labeled and ready for dispatch.

At RCD, Loading Clerk prepares the bracket labels on format supplied by the CONCOR and place the same in the wagon pockets and simultaneously records the details of wagon No. and the container no. in the Loading Register along with the Indent No. Loading Clerk (AGC (sr)) feed the details of loading in the Railway Management System and generates Daily Loading Sheet.

Exception: If loading is done of such consignments where lashing/ packaging is required (eg HR coils, angles etc.) or ODC consignment, Asstt. Goods Clerk issues a memo to Train examiner and gets the certificate from him showing that proper loading, lashing or packaging has been done. Necessary materials for lashing and packaging are supplied by the consignor and proper lashing and packing is also done by the consignor under the supervision of Train Examiner.

J. RATING OF FOREIGN RAILWAY FREIGHT:

Goods Clerk (Rater) sent forwarding note to Addl. Goods Clerk (Rater)for charging the consignment. He then finds the freights charges from Wadala to destination as foreign railway freight and endorses the same on the forwarding Note. He directs the consignor to pay the foreign railway freight charges to Cashier. In case of 'to pay' consignments, freight charges are required to be collected by destination station.

K. BPT CHARGES:

AGC (Sr) (Loading clerk) forward the loading sheet to nominated Addl. Goods Clerk (Account clerk). The haulage charges, siding charges, demurrage and other charges are required to be paid by the party for services provided by BPT and prepares demurrage bill and also endorses the loading sheet. And then directs the consignor to pay the charges to the Cashier.

L. PAYMENT OF CHARGES:

Consignor (party) pays charges at the earliest to the Cashier. If foreign railway freight is not paid within 24 hrs from the completion of loading the consignment is to be treated as 'to pay' and applicable surcharge is levied. After collecting the charges cashier issues Money Receipt on the Receipt Book provided by the Central railway, Western railway and BPT railway respectively. Similarly he makes entries in the respective cash books of Central railway, Western railway and BPT railway. In case of RCD Containers, no charges are collected by the Railway Department.



M. ISSUE OF RAILWAY RECEIPT:

Immediately after collection of all due charges, the Asstt. Goods Clerk (Loading Clerk) prepares Railway Receipts (RR) on the format provided for the same by the CR or WR as the case may be. R.R. is prepared in original plus three carbon copies in respect of booking done to local stations of Central and Western railway and one original plus four carbon copies in respect of booking done to the stations of the other railways. (Original is kept at station for records). One carbon 'RECEIPT' copy is given to the consignor as original RR, one copy is sent to destination as Invoice, one copy ACCOUNTS is sent to Traffic Accounts Office (Central railway/Western railway), one copy in respect of booking made to other foreign railway is sent as 'transit copy' to destination station.

In case of RCD, CONCOR issues Inland Way Bill to the consignor and the copy of the same is given to MB.P.T. Railway. However, post the instruction of Railway Board vide its corrigendum No.1 to Rate Circular No. 45/2009, RRs are being issued by the port.

Note: Before handing over the RR to the consignor, it has to be ensured by the loading Clerk that all the charges have been paid by the consignor.

The information on process of railing out imported goods containers from Pipava to DICT, Sonepat is not applicable to this office.

Regarding Point No.2: The information is available on website of Mumbai Port Trust i.e. mumbaiport.gov.in.

Regarding Point No.3: As far as Railway Division is concerned, there is no any special provision of railing out the imported goods container on priority basis for medical equipments. However, website of Indian Railways may be checked for such special provision, if any.

Regarding Point No.4: Please refer Rates Master Circular/Demurrage-Wharfage-Waiver/2016/0 dated 19.05.2016 displayed on Indian Railway website.

Regarding Point No 5: The information is not available with Railway Division, MBPT.

Answer
8/5/19