

SOP FOR HANDLING OF NEW COMMODITIES

1. Every Railway User shall take permission from the office of Traffic Manager, MbPA for handling of new commodity along-with other requirements (like office space, erection of structure, nature of cargo (loose or bagged), Mode of handling, electricity etc.) to facilitate handling of commodity. While taking permission every railway user shall mention the time period for which the station needs to be opened for handling the commodity.
2. Every Railway User is required to submit the permission granted for handling the new commodity to the Railway Division, Traffic Department along-with permission for storage (if required) from the concerned office, prior to booking.
3. Based on the permission granted by the office of the Traffic Manager, MbPA Railway Division, Traffic Department shall issue a FOIS message mentioning the details like name of consignee/consignor, station from/to, commodity etc. for opening the station for that specific consignee/consignor, station from/to for handling the commodity.
4. If Railway user wants to extend the time period for which station needs to be opened further then user shall take permission from the Traffic Manager and submit the same to the Railway Division, Traffic Department.
5. The above points are applicable only for Inward and Outward booking To/From BPTG and Inward booking To BPTV.
6. For outward booking from BPTV, every user shall take permission from the office of the Sr. Dy. Traffic Manager (OD)/ID office for booking of commodity. While taking permission every railway user shall mention the time period for which the station needs to be opened for handling the commodity. If time period needs to be extended then Railway users shall take further permission and submit the same to the Railway Division, Traffic Department.
7. Railway users are advised to take necessary permission from the concerned office well in advance in their own interest, as opening of station for the commodity may take time due to procedural delays at Railway's end.

(NOTE : Here new commodity shall mean the commodity being handled after the gap of 3 years and/or the commodity other than the notified commodities)