

दक्षिणपश्चिमरेलवे
SOUTH WESTERN RAILWAY



मंडलकार्यालय /Divisional Office
वाणिज्यशाखा/Commercial Branch
Mysore-570001

संवाइसी/No.Y/C.206/DCC-Goods

दिनांकDate: 07.06.2021

DIVISIONAL COMMERCIAL CIRCULAR (GOODS) NO.80/2021
RATE ADVICE NO.04 OF 2021

विषय /**Sub**: Electronic Transmission of Railway Receipt (eT-RR).

संदर्भ/**Ref**: Railway Board's letter no. TC-I/2020/103/1/3318687 dated 29.04.21
(Corrigendum No.01 to Rates Master Circular/eT-RR/2019/0)

In terms of extant guidelines, supersessional RRs and Rebooking RRs are prepared on pre-printed stationery.

The matter has been examined and it has been decided to lay down the guidelines for preparation of eT-RR in case of supersessional RR and Rebooking RR. Accordingly, existing and revised guidelines are given below.

	Existing Guidelines	Revised Guidelines
6.3	<p>Procedure for surrender of eT-RR for the issue of supersessional RR</p> <p>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.</p> <p>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 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.</p>	<p>Procedure for surrender of eT-RR for the issue of Supersessional RR</p> <p>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.</p> <p>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.</p>

	<p>c. The consignor/authorized agent will need to print the transaction Slip and approach concerned Goods clerk along with print of eT-RR (PDF copy supplied by the system for issue of supersessional RR. Goods clerk will, thereafter, issue a supersessional RR on pre-printed stationary i.e., supersessional eT-RR will not be generated.</p>	<p>c. The consignor/authorized agent will need 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.</p>
8.3	<p>Procedure in case of rebooking of consignment When consignee/authorized agent approaches concern Goods clerk for rebooking of consignment along with the print out of Transaction slip and PDF copy of eT-RR, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods clerk will, thereafter, issue a normal RR on pre-printed stationary i.e., fresh eT-RR will not be generated in the case of rebooking.</p>	<p>Procedure in case of rebooking of consignment When consignee/authorized agent approaches concern Goods clerk for rebooking of consignment along with the 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.</p>
8.4	<p>Procedure for issue of Supersessional RR When consignee/authorized agent approaches concerned goods clerk along with the print out of Transaction Slip and PDF copy of eT-RR 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 he 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 RR no pre-printed stationary i.e., supersessional eT-RR will not be generated</p>	<p>Procedure for issue of Supersessional RR When consignee/authorized agent approaches concerned goods clerk along with the print out of Transaction Slip and PDF copy of eT-RR 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 he 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 consignee/authorized agent.</p>
8.5	<p>Procedure for surrender of eT-RR and preparation of SRR in case of operational diversion After completion of the task of operational diversion. In RMS by 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, Goods Clerk of originating station will e-surrender the eT-RR and prepare supersessional Railway Receipt (SRR) in TMS on pre-printed</p>	<p>Procedure for surrender of eT-RR and preparation of SRR in case of operational diversion After completion of the task of operational diversion. In RMS by 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, Goods Clerk of originating station will e-surrender the eT-RR and prepare supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent. Once the eT-</p>

<p>stationary. 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.</p>	<p>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.</p>
---	---

These issues in consultation with Traffic Transportation Freight Marketing Directorates and with the concurrence of Finance Directorate of Ministry of Railways.

Please note and notify staff through 'SOB'.

Please acknowledge receipt of this letter.

Previous Commercial Circular (Goods)
.NO. 79/2021 Discount on Haulage
charge for movement of container
traffic

(Dr. Manjunath Kanamadi)
Sr. Divisional Commercial Manager

Copy to: ALL CCI'S, CGSR'S & SMR's for information.

Copy to: Commercial Control/MYS for information.