

दक्षिणपश्चिमरेलवे  
SOUTH WESTERN RAILWAY



मंडलकार्यालय /Divisional Office  
वाणिज्यशाखा/Commercial Branch  
Mysore-570001

संवाइसी/No.Y/C.206/DCC-Goods

दिनांकDate:07.09.2021

**DIVISIONAL COMMERCIAL CIRCULAR (GOODS) NO.139/2021**  
**RATE ADVICE NO.08 OF 2021**

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

संदर्भ/**Ref:** i) Railway Board's letter no. TC-I/2019/103/1/3318687 dated 31.08.21  
(**Corrigendum No.02 to Rates Master Circular/eT-RR/2019/0**)  
ii) Hq's letter No.37/eT-RR/2021 dated: 31.08.2021

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In terms of Para 8.1 of Rates Master Circular/eT-RR/2019/0, delivery of consignment is given to the person who produces Transaction slip alongwith the print out of eT-RR to the goods clerk.

The matter has been examined and it has been decided to do away with the provision of showing printout of Transaction slip/eT-RR at the time of taking delivery instead, the customer may be allowed to show the Transaction slip and eT-RR on mobile/tablet/laptop to the goods clerk. Accordingly, existing and revised guidelines as per Paras 8.1 and 8.2 are given below:-

	<b>Existing Guidelines</b>	<b>Revised Guidelines</b>
8.1	<p><b>Procedure for delivery of consignment</b></p> <p>a. Delivery of consignment will be given to the person, who produces the transactions slip alongwith the print out of eT-RR (PDF format supplied by the system) to the goods clerk. The goods clerk will match the identification details of the person as captured in the FOIS/TMS.</p> <p>b. Goods clerk will fill in requisite details in the delivery option provided in the system. Once goods clerk submits delivered option, a 'successful delivery' message will be sent by the system to the consignee through email/SMS.</p> <p>c. Goods clerk will also keep the printout of the e-surrender transaction slip in record and obtain signature of the person taking delivery in the delivery register duly mentioning the Transaction ID.</p>	<p><b>Procedure for delivery of consignment</b></p> <p>a. Delivery of consignment will be given to the person, who produces the transactions 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 clerk. The Goods clerk will match the identification details of the person as captured in the FOIS/TMS.</p> <p>b. Goods clerk will fill in requisite details in the delivery option provided in the system. Once goods clerk submits delivered option, a 'successful delivery' message will be sent by the system to the consignee through email/SMS.</p> <p>c. Goods staff will also obtain signature of the person taking delivery in the delivery register duly mentioning the Transaction ID.</p>

	<p>d. At the time of delivery, goods clerk will check the corrections 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 concerned eT-RR.</p> <p>e. Where railway administration delivers the consignment to the person who produces the e-surrender transaction slip alongwith the print out 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.</p>	<p>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.</p> <p>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 printout 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.</p> <p>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 CGS as and when required.</p>
<p>8.2</p>	<p><b>Procedure in case of partial delivery</b></p> <p>In case when delivery of consignment has been withheld by railway administration and/or partial delivery of consignment is given. Goods clerk will put relevant remarks in the column provided in the e-surrender transaction slip. After matching RR details captured in the FOIS/TMS, goods clerk will sign and stamp the transaction slip as well as the printout of eT-RR (PDF format supplied by the system) and give it to the person taking delivery. A copy of transaction slip with relevant entry will also be retained by the goods clerk for record.</p>	<p><b>Procedure in case of partial delivery</b></p> <p>In case when delivery of consignment has been withheld by railway administration and/or partial delivery of consignment is given. Goods clerk 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).</p>

In view of above, Advance Correction slip No.43 to Para 1821 (a) to Chapter-XVIII of Indian Railway Commercial Manual (VOL-II) is attached herewith.

This issues in consultation with Traffic Transportation with the concurrence of Finance and Accounts Directorate of Ministry of Railways.

**Please note and notify staff through 'SOB'.**

**Please acknowledge receipt of this letter.**

Previous Commercial Circular (Goods) .NO. 138/2021 Notification of weighment point for loaded rakes for granite at MAAM
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**(Naini Sri Ranganadh Reddy)**  
**Assistant Commercial Manager**

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

Copy to: Commercial Control/MYS for information.