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वाणिज्य परिपत्र (कोचिंग) सं. 11/2025  
**COMMERCIAL CIRCULAR (Coaching) NO. 11/2025**  
**2025 का दर सूचना सं. 04 RATE ADVICE NO. 04 of 2025**

विषय/Sub: Revised format of 'Manifest' for the parcel spaces loaded/unloaded by the party.

संदर्भ/Ref: i. FM Circular No. 02/2024, issued vide Board's letter no, 2023/TC(FM)/11/07, dated. 24.01.2024.  
ii. FM Circular No. 12/2022, issued vide Board's letter of even no. dated. 14.06.2022.  
iii. DFM/Railway Board New Delhi letter No. 2022/TC(FM)/10/04-Part(1) dated 09.04.2025.  
**( Freight Marketing Circular No. 09 of 2025)**

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Certain cases of incomplete description of commodity/consignment in leased parcel spaces (SLR/VPs) have come to notice. As per the extant format of manifest, which was circulated vide Board's letters under reference, the leaseholder/ Aggregator/ Party has to furnish the 'No. of packages' and 'Description of Consignment'.

In modification of the format, it has been decided that henceforth, the leaseholder/Aggregator/Party will have to furnish as below:

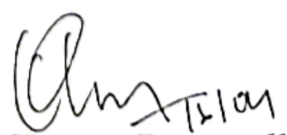
Sl.No	Existing column of the 'manifest'	Revised column the 'Manifest'	Example
1.	No. of packages	No. & Details of the packages	03 Carton Boxes, 07 Gunny bundles, 04 Steel trunks, 05 Wooden cases, etc.
2.	Description of the consignment	Description of commodity	Wooden clothes, Household furniture, Household utensils, Wall bearings, Polyester clothes, etc.

The Parcel Clerk accepting the manifest shall ensure that the description of commodity is amongst those classified in IRCA Goods Tariff No. 49. Part-1, Vol-II, and the prescribed packing condition for the commodity has been complied with. If any unclassified commodity is declared to be carried in 'leased parcel space' and 'Parcel Trains' (where loading/ unloading is done by the party), the Parcel Clerk should invariably collect the e-Way Bill for the package/commodity, and check before acceptance of manifest that the HSN Code of the commodity does not fall under any inflammable category.

The copies of General Classification of Goods, as contained in the IRCA Goods Tariff No. 49, Part-I, Vol.II must be available at every locations where such 'Manifest' is accepted. Further, the commercial staff may give its wide publicity amongst the leaseholders/ Aggregators/ Parties to educate them of the consequences/damages caused due to carriage of such commodities.

Necessary instructions may be issued to all concerned.




Previous Commercial Circular (Coaching) No. 10/2025 reg. Opening of TALAKAL (TLKL), KUKANUR (KANR), YELBURGA (YALB), SANGANAL (SGNL), HANAMAPUR (HAPR), LINGANABANDI (LNB) & KUSHTAGI (KHTI) stations over UBL Division for passenger traffic.

  
किरण कुमार पेरुमल्ला / Kiran Kumar Perumalla

उप मुख्य वाणिज्य प्रबंधक (माल विपणन)/ Dy.CCM(FM)

कृते प्रधान मुख्य वाणिज्य प्रबंधक/ हुबल्ली /For PCCM /Hubballi

दक्षिण पश्चिम रेलवे  
SOUTH WESTERN RAILWAY

 <b>आज़ादी का अमृत महोत्सव</b>	<b>रेल सौधा,</b> क्षेत्रीय प्रधान कार्यालय, वाणिज्य विभाग, दूसरी मंजिल, गदग रोड, हुबल्लि, कर्नाटक- 580020	Indian Railway 	<b>Rail Soudha,</b> Zonal Headquarters office, Commercial Branch, 2nd Floor, Gadag Road, Hubballi, Karanataka- 580020	 भारत 2023 INDIA
सं. सी. No. C.441/Parcel Misc/SWR/Vol.VI			दिनांक/Date: 15.04.2025	

Copy to: Sr. DCM/UBL, SBC  
& MYS }

Please connect this office letter dtd. 09.04.2025. They will issue necessary instructions to all concerned under their control and acknowledge.

- Copy to: Sr.DOM/UBL, SBC & MYS for information.  
 Copy to: Secretary to GM for kind information of GM.  
 Copy to: SDGM, PCOM, CFTM, PFA&CAO/SWR/UBL for information.  
 Copy to: Dy.CCM (Claims)/ BNC for information.  
 Copy to: Dy.FA&CAO/T/SBC for information.  
 Copy to: Principal Director of Audit/SWR/UBL for information.  
 Copy to: Sr.CCI/HQ/SWR/UBL for information.  
 Copy to: Commercial Control/HQ/SWR/UBL for information.  
 Copy to: Principal MDRTI/Saptapur, Dharwad for information.