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**CHAPTER 13**  
**BOOKING AND DELIVERY OF**  
**CONSIGNMENTS**

**A BOOKING**

**13.1. Forwarding Note**

A forwarding note is a notice to the Railway Authorities offering a consignment for despatch by rail from one station to another. A specimen of the forwarding note is reproduced at appendix-XII. Loose forms of forwarding notes are available at all stations and pads containing forwarding note forms can be had from the railways at a nominal charge. For the sake of convenience, sufficient number of such pads should be stocked by officials who have to book consignments frequently on behalf of the Corporation. If the stations are not in a position to supply the pads, the Divisional Commercial Superintendent of the Railway concerned should be addressed.

**13.2 Execution of Forwarding Note**

Every consignment must invariably be accompanied by a proper forwarding note which must contain a declaration of the number, weight and description of the goods, the name and address of the consignor and consignee, the destination station and the route by which the goods are to be booked. Remarks as to the nature of defective condition of the consignment if any should be clearly recorded. Incorrect remarks should not be made on the forwarding note merely at the instance of the station staff. Railway staff are forbidden to pass any remark on the forwarding note in their own handwriting in regard to improper packing or defective condition of goods, as the remarks which have not been recorded by the sender or his agent do not afford any protection to the Railways in law court with regard to damage, deterioration or loss of goods in transit.

**13.3 Marking**

Every package in a consignment should be marked legibly with the name of the station from, station to

and name and address of the consignor and consignee along with a private mark to distinguish the FCI consignments. However in case of wagon load consignments, not requiring transshipment, 10 per cent of the packages may be marked in the above manner.

**13.4 Weighment**

In case of wagon-load consignment of foodgrains, sugar and fertilizers etc. the weight declared by the Corporation may be checked by the Railways by weighing a portion of the number of bags and averaging their weight. The proportion weighed should not be less than 10 per cent at large stations and 20 per cent at other stations.

**13.5 Preparation of Railway Receipt**

After the goods have been carefully checked, counted, weighed and examined from the point of view of compliance of the packing conditions etc. and freight and other charges have been calculated and entered in the forwarding note by the railway staff, Railway Receipts are prepared. These are prepared in different forms for 'To pay' and 'Paid' traffic. In case of wagon load traffic, Railway Receipts are issued only when the consignments have been loaded into the wagons to the entire satisfaction of the railway staff. While accepting railway receipts, FCI staff should ensure that the foil marked 'receipt-foil' is obtained and not the 'Accounts' or 'Invoice' foil.

13.6 In order to ascertain the total number of the consignments booked between any two stations during a particular period, invoice numbers are given by the stations consecutively commencing from number 1 on 1st April and 1st October each year. This number is mentioned on the railway receipt and generally quoted by the railway in correspondence regarding claims, refunds, etc.

have the damages assessed at the time of delivery. Station Masters who are authorised to give such assessment of damages should themselves arrange to give delivery of consignments immediately. In cases where the extent of damage is estimated to be more than the limit upto which the Station Master is authorised, the latter would arrange delivery on assessment by the authorised railway officer who would be called for telegraphically for this purpose.

### 13.20 *Reweighting*

Consignments on arrival at destination can be reweighed either by the Railway of its own accord or at the request of the consignee on payment of reweighting charges as per rules. Difference between the invoiced weight and the weight found on reweighting may be neglected if the difference does not exceed 2 per cent, provided the total difference on the whole consignment does not exceed 2 quintals per 4-wheeled wagon. In case the difference in weight exceeds these limits, then the freight charges for the entire overweight so detected have to be paid.

### 13.21 *Diversion, Rebooking and Reconsignment*

At times it may be necessary to divert, rebook or reconsign wagons for one reason or the other. An officer of the Corporation not below the rank of District Manager may authorise the same. The procedure to be followed is given below :

#### 13.21.1 *Diversion*

Diversion of a consignment can be affected before it has reached its destination and while the consignment is still in transit. In such cases, an application should be made to the Divisional Supdt. in whose jurisdiction the destination station or originating stations fall. Full particulars of the consignment, namely station from, station to, invoice/R.R. number, date

of booking and number of wagons etc. should be mentioned in the application. The altered destination and the name of the fresh consignee should also be indicated. A copy of this application should be handed over to the Station Master concerned. Original railway receipt should also be presented while making application for diversion. A diversion fee of Rs. 50/- per wagon is payable. Occasions for diversion arise either when heavy accumulation of wagons occurs for a particular station or when stocks have to be diverted to another destination to meet a sudden shortage. Diversion should, however, be avoided as far as possible.

#### 13.21.2 *Re-booking*

Re-booking means the booking of a consignment to its original forwarding station or to any other station after it has reached its destination, but before taking delivery. In such cases application should be given to the Station Master of the station where the goods are stored. Original railway receipt should also be surrendered along with the application. When the consignment is rebooked then the freight and other charges due, if any, for the original transaction are shown as 'paid on' charges on the rebooking railway receipt and are to be paid at the new destination station along with the rebooking freight. If the condition of the consignment is defective, then rebooking may be done after rectifying the defect or after passing a remark to this effect on the forwarding note which should be executed for this purpose.

#### 13.21.3 *Re-consignment*

This refers to fresh booking after the consignment has been received at the destination and has been taken delivery of by the consignee. Normally the fresh booking has to await its turn in the order of priority but in special cases such booking may be permitted out of turn by the railway administration.