The General Managers,

1. Central Railway, Mumbai (CSTM).
2. Eastern Railway, Kolkata.
3. East Central Railway, Hazipur.
4. East Coast Railway, Bhubaneswar.
5. Northern Railway, New Delhi.
10. Southern Railway, Chennai.
12. South Eastern Railway, Kolkata.
13. South East Central Rly, Bilaspur.
15. Western Railway, Mumbai.

Sub: Marketing of Parcel traffic by rail.

It has been decided that while booking of parcels either through Railways including City Booking Agencies or through leasing, following procedure may be observed:

1. Clear and complete address of consignor as well as consignee should be mentioned on Forwarding Note/ Parcel Way Bill/ Manifest as the case may be. In case consignments are meant for sale, Sales Tax Registration Number/ TIN may be obtained from consignor on Forwarding Note and the same should be endorsed on Parcel Way Bill. In case of leasing, leaseholder shall mention Sales Tax Registration Number/ TIN of the consignors' in the 'Manifest'.

2. In case of consignments where consignor gives declaration that the consignment is 'Not for sale' or that 'No Sales Tax/VAT is applicable' on the commodity booked, then no Sales Tax Registration Number or TIN will be mentioned in the Forwarding Note/ Parcel Way Bill/ Manifest. In such a case declaration should be given by the consignors on Forwarding Note/ Manifest to this effect.

3. The name and complete address of the consignee or the person taking delivery at the time of delivery of parcels, at destination station, should be obtained in the 'Delivery Book'.

4. Railway/ City Booking Agency/ Leaseholder shall not be responsible for :-

   (i) Authenticity of address of consignor or consignee as mentioned by the consignor in the Forwarding Note/details given to leaseholder while booking the consignments.

   (ii) Declaration made by the consignor regarding applicability of Sales Tax/ Trade Tax/ VAT etc. on a particular commodity.

   (iii) Registration Number/ TIN of consignor/consignee as mentioned by consignor in the Forwarding Note/ declaration by consignor to leaseholder. For all these declarations, responsibility will rest with consignor/ consignee.

5. No seizure by Sales Tax authorities is permitted while parcels are in transit i.e. seizures shall be confined to forwarding or destination station only.
6. Sales Tax/VAT/Commercial Tax Officials shall not be authorized to detain any rolling stock on account of seizure of consignments. Further, to avoid congestion and hindrance in operation, under no circumstance seized parcels shall be detained at railway station/premises. They shall be taken away immediately by the Sales Tax authorities who shall give a proper receipt and execute an indemnity bond for the seized goods.

7. Railways shall provide space to the Sales Tax Department to install one check post at the railway premises, near entry or exit gate of parcel office, keeping in view that no inconvenience is caused to Railway passengers or to customers booking their luggage/parcel traffic etc. Railways will provide space on payment of license fee applicable from time-to-time. Cost of construction of ‘check post/ goomti’ will be borne by Sales Tax Department of the State.

8. Sales Tax/VAT/Commercial Tax Officials, who are authorized by the Sales Tax/VAT/Commercial Tax department of State Government and having valid Identity Card, may collect the details of consignments/consignor/consignees etc. from the Railway records maintained in the Railway parcel offices.

Necessary instructions may be issued to all concerned to implement the above instructions with immediate effect.

Please acknowledge receipt.

(Ms. S.R. Sett)
Joint Director Freight Marketing


Copy forwarded for information and necessary action to:
1. Chief Commercial Manager, All Indian Railways.
2. Chief Commercial Manager(FM), All Indian Railways.
3. Managing Director, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No.6, Sector 11, CBD Belapur, Navi Mumbai-400014.
5. Chief Operation Manager, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No.6, Sector 11, CBD Belapur, Navi Mumbai-400014.
6. General Manager, Metro Railway, 33/1, JL Nehru Road, Kolkata-700071.
7. General Manager, Centre for Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
9. RDSO/Lucknow.
10. Director General, Railway Staff College, Vadodara.
11. Managing Director, Container Corp. of India, Sarita Vihar, New Delhi.
12. General Secretary, IRCA, Chelmsford Road, New Delhi for issue of necessary correction slip to Explanatory Notes contained in IRCA, Parcel Rate Tables, Coaching Tariff No. 25 (Part – III).
13. Director (Sales Tax), Department of Revenue, Ministry of Finance, New Delhi.

(Ms. S.R. Sett)
Joint Director Freight Marketing