

Government of India (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
(Railway Board) (रेलवे बोर्ड)

No.TC-I/2020/103/efile/1(3326889)

New Delhi, dt.13.03.2026

Pr. Chief Commercial Manager
All Zonal Railways

Sub: Guidelines for preparation of RRs and Clearance of Outstanding dues before closure of FY2025-26

In order to ensure accountal of all rakes loaded before 23:59 Hours on 31st March 2026 and for Clearance of outstanding dues including Demurrage and Wharfage before closure of the financial year 2025-26 , following may be ensured:

A:

- (i) All rakes originating from any terminal which are loaded well before 23:59 Hours of 31.03.2026 should be accounted for in the current financial year 2025-2026 itself, if required by issuing Railway Receipts(RRs) in TMS on 'Sender Weight Accepted (SWA)' basis. Undercharge, if any, will be collected on subsequent rakes from the concerned party.
- (ii) In case freight payment of any rake is to be done through Demand Draft(DD), then concerned party should be advised to submit DD well in advance.
- (iii) Location wise details of SWA RRs generated on date(31.03.2026) should be kept on record. After weighment of rakes, Punitive Charge, if accrued on the aforesaid rakes, will have to be collected from the respective parties on their subsequent rakes.
- (iv) Records of variations between RRs issued on PCC/SWA basis must be kept rake wise, customer wise and any realization particulars on account of punitive charges and other charges should be endorsed and intimated to Commercial Department of Zonal Railway with complete details.

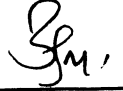
These instructions are applicable for the rakes loaded from 20:00 Hours of 30.03.2026 till 23:59 Hours of 31.03.2026.

B:

- (i) Coordinate/organize and take all possible action to maximize realization of outstanding dues including Demurrage and Wharfage Charges before closure of the financial year 2025-26.
- (ii) Commercial officials may be deputed to closely monitor Major Depots to ensure timely issue of Railway Receipts against loading done on the last day of the current month.

In wake of continuous holidays and bank closures, customers be contacted to ensure hassle free payment of freight. All concerned may be advised to ensure strict compliance.

Necessary instructions may be issued to Sr.DCMs accordingly.


(अतुल कुमार)
संयुक्त निदेशक (दर) I
रेलवे बोर्ड