भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No.TC-I/2024/201/efile/4(3473178) Dated: 01.10.2025

Pr. Chief Commercial Manager
East Central Railway, Hajipur

Sub: Time taken for sealing of wagons
Ref: (i) Board's letter No.TCR/1078/2017/11 dt.13.08.2019
(ii)Board's letter No.2020/TC-I/Procedure dt.02.03.2020

Please refer to ECR's letter No.ECR/CRM/FMS/05/DC dt.08.09.2025 seeking clarification regarding time taken for sealing of wagons be reckoned for the purpose of Demurrage.

In this regard, Board's letter under reference (i) clearly stipulates that the responsibility of closing and securing the doors of wagons post loading/unloading of wagons lies with the consignor/consignee, as the case be.

Further, with regard to the above case, reference is invited to Board's letter under reference(ii), and it is suggested that while seeking any policy clarification, Zonal Railways shall send a self contained proposal with remarks of Operating Dept mentioning the prevailing practice in the Zonal Railway, with the approval of PCCM/GM Commercial .

D.A. as above

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

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No.TCR/1078/2017/11

New Delhi, Dated, 13 .08.2019

General Manager,
All Indian Railways.

Sub: Closing of doors of wagons at loading/unloading point.
Ref: Performance Review Meeting taken by CRB and Board Members with GMs & DRMs through video conference on 19.07.2019.

Reference above, please connect Para 13.6(i) of above referred conference, it is mentioned that open doors of wagons are a cause of serious concern and a potential safety threat. Such cases are increasing exponentially.

In this regard, it is advised that the guidelines for loading of wagons are given in Chapter (XV) of Indian Railways Commercial Manual, Volume-II which includes selection of wagons, properly checking of same in respect to ensure fitness for loading, precaution to be taken so that doors/windows/ flips side doors/ are properly secured, bolted and fastened.

The responsibility of closing and securing the doors of wagons post loading/unloading of wagons lies with the consignor/consignee as the case be and supervising railway staff has to ensure that doors have been properly secured before the departure of the trains.

DA: 3 Sheets of above Video Conference

(Mahender Singh)
Deputy Director Traffic Commercial (Rates)
Railway Board

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2020/TC-I/Procedure

New Delhi, Dt. 02.03.2020

Pr. Chief Commercial Manager,
All Zonal Railways

Sub: Procedure for correspondence with Railway Board

Please find enclosed herewith a copy of Board's letter No.2011/O&M/3/6 dt.04.04.2011 regarding procedure to be followed while making correspondence with Railway Board wherein it is stipulated that correspondence with Board should have the approval of GM/PHOD and all letters (except routine nature/reminder) should be signed by an officer not below the rank of SAG.

Further vide Board's letter No.TCR/Misc./2008/6 Pt. dt.10.05.2011 (copy enclosed), Zonal Railways have been advised that while making a reference to Board regarding policy issue or seeking clarification thereon, Zonal Railway should send a self-contained proposal preferably signed by PCCM or when signed by any other SAG officer, then it should clearly mention that it has the approval of PCCM. The proposal should invariably contain the remarks of PFA and should also indicate whether it has the approval of GM or not.

The above-mentioned instructions are reiterated. All concerned may be advised to follow the aforesaid instructions scrupulously.

D.A. as above

(Barjesh Dharmani)
Exec. Director Traffic Comml.(Rates)
Railway Board

रेल मंत्रालय Ministry of Railways
रेलवे बोर्ड (Railway Board)

S No. 3

No. 2011/O&M/3/6 Dated: 04-04-2011.

General Managers,
All Indian Railways and Production Units,
DG/RDSO and DG/RSC.

Sub:- Procedure for correspondence with Railway Board.

Instructions have been issued time and again stipulating the procedure for correspondence with Railway Board. However, in a recent instance, it has been noticed that these instructions are not being scrupulously followed. It is, therefore, reiterated that :

i) Correspondence with Board should have the approval of G.M./PHoD and an endorsement to this effect be made in the letter;

ii) Incorrect/Unauthorised designations should not be used in the correspondence ;

iii) All letters (except routine nature and reminders) addressed to Railway Board should be signed by an Officer not below the rank of Senior Administrative Grade and Selection Grade in case of Public Relations Deptt.

2. The above instructions may be advised to all concerned. Any lapse in this regard would be viewed seriously.

(P.P. Sharma)
Joint Secretary

Copy to : All Officers and Staff in Board's office for information.

S.No.-

Government of India
Ministry of Railways
(Railway Board)

No.TCR/Misc./2008/6 Pt. New Delhi, dt. 10.05.2011

Chief Commercial Manager
All Zonal Railways

Sub: Submission of proposal to Railway Board by Zonal Railways
Ref: Board's letter No.TCR/Misc./2008/6 dt.14.08.2008

Please refer to Board's letter No.TCR/Misc./2008/6 dt.14.08.2008 wherein procedure has been laid down regarding submission of proposal to Railway Board by Zonal Railway. A copy of the letter is enclosed herewith.

It has been noticed that Zonal Railways are making reference to Railway Board without following the established procedure, which has been viewed seriously.

It is **reiterated** that while making a reference to Railway Board regarding policy issue or seeking clarification thereon, Zonal Railway should send a self contained proposal preferably signed by CCM or when signed by any other SAG grade officer then it should clearly mention that it has the approval of CCM. The proposal should invariably contain the remarks of FA&CAO and should also indicate whether it has the approval of GM or not.

In view of above, a reference from Zonal Railway without following the aforementioned procedure will not be entertained at our end.

(G. D. Brahma)
Executive Director, Traffic Comml.(Rates)
Railway Board