

VISAKHAPATNAM PORT TRUST
TRAFFIC DEPARTMENT

No.ITRA/ROC/GSD/19

Dt:01.11.2019.

ALL PORT RAIL USERS

CIRCULAR NO.1168

Sub: Standard operating procedure for wagons & delivery of cargo - Reg.

The following procedure is to be strictly adhered by all Port Rail users/Consignees, prior to unloading of inward Railway wagons, at Visakhapatnam Port (VPT).

(1) Vide Indian Railway Commercial Manual (IRCM) Volume-II, Chapter-XVIII, Para No.1821 i.e., **Delivery of Goods on production of Railway Receipt (RR)** - the persons claiming delivery are required to produce the Railway Receipt(RR) granted to the sender at the Forwarding Station and the same should be taken back from him before delivery of goods: Goods are not to be delivered to any person other than the invoiced or endorsed Consignee.


- Indian Railway Act 1989 Chapter-IX, Section-76, i.e., **Surrender of Railway Receipt(RR)**- The Railway Administration shall deliver the consignment under a Railway Receipt, on the surrender of such Railway Receipt. Provided that in case the Railway Receipt is not forthcoming, the Consignment may be delivered to the person, entitled in the opinion of the Railway administration to receive the goods, in such manner as may be prescribed.

(2) Vide Indian Railway Commercial Manual (IRCM) Volume-II, Chapter-XVIII, Para No.1823 i.e. **Delivery of goods when Railway Receipt(RR) is not available** - (1) Where the Railway Receipt is not forthcoming the consignment may be delivered to the person who in the opinion of the Railway administration, is entitled to receive the Goods and who shall receive the same on the execution of Indemnity Note.

(3) The Consignee or his endorsee shall handover the inward Railway Receipt (RR) along with the wagon annexure, duly certified by the Chief Goods Supervisor (CGS)/Forwarding station, to the Goods Supervisor (GS) (Rates) at the Visakhapatnam Port (VPT) Goods Shed (ground floor of Traffic Manager Office, Ambedkar Bhavan), as and when received by them, prior to taking delivery of the cargo unloaded from the Railway wagons.

(4) The GS(Rates)/VPT Goods Shed will verify the RR, its annexure and make endorsement on the Xerox copy of the RR, and wagon statement, in token of acknowledging the receipt of the RR & its annexure and based on this, the Port Railway Commercial staff posted at the sidings will permit unloading of cargo and its subsequent delivery.

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(5) In case of non-surrendering of the original RR by the time the inward Railway wagons are received at the Port, a relative RR/Indemnity Note is to be submitted by the authorized consignee or his endorsee at VPT Goods Shed for facilitating unloading and delivery of the cargo.

(6) Where the RR is not forthcoming and the consignment is addressed by the sender to 'SELF', delivery shall not be made unless Indemnity Note, duly executed in Form 1A and 1B (**Annexure-1 & Annexure-2**) respectively are produced by the persons claiming delivery of the consignment.

(7) Where the RR is not forthcoming and the consignment is not addressed to self by the sender, delivery may be made on the basis of an Indemnity Note duly executed in Form II (**Annexure-3**), subject to the following conditions:

- (g) The General Indemnity Note shall be executed on stamp paper of the appropriate value applicable to the State in which delivery is made.
- (h) Consignment is booked to self shall not be granted delivery on the basis of General Indemnity Notes.
- (i) Where delivery of a consignment is taken on the basis of a General Indemnity Note, the consignee should surrender the RR within 10 days from the date of taking delivery of such consignment.
- (j) Where the consignee has not produced the RR within the time limit specified under clause (c), a separate Indemnity Note in Form-I (**Annexure-4**), should be executed by the consignee in respect of such consignment.
- (k) If a consignee fails to surrender the original RR or fails to execute a separate Indemnity Note in respect of any consignment taken delivery on the basis of the General Indemnity Note, Goods Supervisor may refuse to deliver further consignments on the basis of the General Indemnity Note furnished by the consignee.
- (l) The Railway Administration shall have the right to demand the execution of a fresh General Indemnity Note on expiry of three years from the date on which it was executed.

In view of the above, all concerned Port Rail Users are requested to comply the above prior to taking delivery of cargo received in Indian Railway wagons.


TRAFFIC MANAGER

Copy to: Joint Director (R&P) – for information and hoist the same in the Port Website.

(\10.10.2.19 Swatch bharaath –Circular 1168)

Copy to: All officers, TM Department for information.

Copy to: ATM(RC) for strict compliance.

Copy to: Concerned Dealing Assistants for strict compliances.

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