

Goods Traffic

Do's

- ✓ Declare private cash in the private cash declaration register before starting the duty.
- ✓ Always keep the restriction register up-to-date.
- ✓ Exhibit the restriction and quota for acceptance on the notice board.
- ✓ Entertain a proper & correct filled forwarding note.
- ✓ Examine the consignment in respect of the packing condition and obtain appropriate remarks from the consignor in respect of any defects.
- ✓ Ensure party submits its application for stacking permission if sought.
- ✓ Ensure the correct classification of the Goods.
- ✓ Ensure correct calculation of distance.
- ✓ Ensure correct preparation and prompt issuance of the RR.
- ✓ Keep preferential schedules, rationalization scheme and other order up-to-date.
- ✓ Ensure correct maintenance of quota and priority register.
- ✓ Allot the wagons according to priority and preferential schedule.
- ✓ Charge the correct amount as wagon registration fee and ensure prompt issue of a money receipt.
- ✓ Ensure prompt entry of wagon registration fee in priority as well as WRF register.
- ✓ Ensure recording of time of placement of wagon in wagon transfer register.
Ensure correct recording of unloading completion.
- ✓ Ensure correct calculation and realization of undercharge, if any.
- ✓ Ensure correct calculation and realization of demurrage charge, wharfage charge if any.
- ✓ Ensure prompt recording and relaying of completion of loading.
- ✓ Examine the seal before commencement of unloading.
- ✓ Ensure proper documentation. Obtain the signature of party in Delivery book.
- ✓ Carefully check the RR. Ensure proper endorsement on the RR.
- ✓ Timely display of penal Wharfage & Demurrage if enforced in Goodshed.
- ✓ Ensure weighment of rake at the associate or the alternate weighbridge.

Don'ts

- ✗ Do not forget to declare private cash on the private cash register.
- ✗ Do not make alteration against the declared private cash.
- ✗ Don't issue RR without collecting the due fare.
- ✗ Do not delay in recording MR no. in priority and wagon registration register.
- ✗ Do not fail to record time in wagon transfer register.
- ✗ Do not fail to record placement time.
- ✗ Do not fail to call RPF staff in case of defectively sealed wagon.
- ✗ Do not fail to record release timing on completion of unloading.
- ✗ Don't keep Govt. Cash along with private cash.
- ✗ Don't keep Govt. Cash in open at the counter.

Parcel Traffic

Do's

- ✓ Declare private Cash in the private cash declaration register before starting the duty.
- ✓ Entertain a proper & correctly filled forwarding note.
- ✓ Ensure that all the packages have a private marka.
- ✓ Physically weigh or measure the packages to levy correct charges.
- ✓ Be alert to detect mis-declaration of consignment by the consigner.
- ✓ Ensure correct Railway marking.
- ✓ Obtain acknowledgment from the guard for parcels loaded under Guard Charge.
- ✓ Ensure guard portion of PW Bills are collected from the guard at the time of unloading of Parcels.
- ✓ Obtain remarks of guard in case of damaged parcels and issue DDM.
- ✓ Immediately make entry of p.way bill in the respective delivery Book.
- ✓ Check the RR produced for delivery for its genuineness.
- ✓ Check that the correct fare is calculated.
- ✓ Reweigh the consignment to detect over weighment for realizing under charge.
- ✓ Ensure endorsement of RR in favour of the person presenting the same for delivery.
- ✓ Obtain the signature of party in delivery Book.

Don'ts

- ✗ Do not always rely on the declaration given in the forwarding note and do not fail to check the consignment when in doubt.
- ✗ Do not accept any consignment if not packed according to prescribed packing condition unless remarks in regard to defective packing condition are endorsed on forwarding note by the sender or his agent.
- ✗ Do not book bulky articles on basis of weight and don't fail to calculate charges on the basis of measurement, especially if given on higher charge.
- ✗ Do not forget to obtain signature of the guard for dispatch of parcels.
- ✗ Do not fail to re-examine, reweigh, recheck and recharge the consignment before delivery.