

UNIT - VIII

PARCELS

DEFINITION [IRCM 103(37)]:

Goods entrusted to a Railway Administration for carriage by a passenger train or parcel trains are called "Parcels".

ARTICLES NOT ACCEPTED AS PARCELS : (CT 601)

- ❖ Acids and other Corrosive substances
- ❖ Offensive articles
- ❖ Accepted as per Red Tariff Rules:
 - Uranium
 - Uranium concentrate
 - Heavy water and other radio active materials
 - Thorium
 - Thorium Nitrate
 - Thorium Oxide

WEIGHMENT OF PARCELS:

All the parcels rendered for booking should be weighed on the weighing machine in the presence of sender or his authorized agent. In case weighing machine is out of order parcels should be charged on the weight declared by sender and the following remarks should be written on all foils of PWBs:

"Weighing machine out of order - Sender's weight accepted - Destination to weigh before delivery and collect any undercharges due".

In case of vehicle-load consignments when packages are of uniform size and weight, 10% of the consignments can be weighed and total weight can be calculated.

METHOD OF CHARGE : (613)

Parcels are charged either by actual weight or by measurement whichever gives greater charge. Parcels booked from one consignor to one consignee to the same destination station will be charged on the gross weight of the total number of packages.

In case of parcels chargeable by measurement, the chargeable weight of each package will be calculated separately and the total weight of all the

packages thus arrived at will be charged on the gross weight. To convert the volume into weight, apply formula:

$$28 \text{ dm}^3 \text{ or part there of} = 4 \text{ kg}$$

When parcels are charged by measurement, both the actual weight and volumetric weight must be shown in the PWB.

MINIMUM WEIGHT FOR CHARGE:

- ❖ Generally - 10 kg per consignment
- ❖ Grapes - 4.5 kg. per package (CT 620)
- ❖ Apple, Anar & Cherries - 5 kg. per package (CT 620)
- ❖ Treasuer/Live Poultry - 40 kg. per package (CT 620)

MINIMUM WEIGHT FOR ACCEPTANCE:

- ❖ Grapes - 4.5 kg. per package
- ❖ Apple, Anar, Cherries, Koah and betal leaves - 5 kg. per package (CT 620)
- ❖ **Minimum chargeable distance** : 50 km. (CT 617)
- ❖ Prepayment of freight is compulsory for all parcel traffic.
- ❖ Rounding off of freight charge : Any fraction is rounded off to next higher rupee.
- ❖ **Minimum freight charge per consignment:**
 - Scale R, P, S - Rs. 30/-
 - Small Animals and Birds - Rs. 30/- per animal/bird
 - Registered Newspapers Magazines - Rs. 2/-

COMMOCITIES CHARGEABLE UNDER DIFFERENT SCALES :

- ❖ All types of commodities including Luggage will be charged uniformly at the same rate, under four different Scales, depending on the type of service.
- ❖ The three scales and three types of Parcel services are as under:

Scale	Type of Service	Type of Train
Scale – R	Rajdhani Parcel Service	All Rajdhani Express Trains
Scale – P	Premier Parcel Service	Notified Mail/Exp. Trains & Shatabdi Exp* Parcel Expresses
Scale – S	Standard Parcel Service	Other Mail/Exp. Trains, Shatabdi Exp. & all Ordinary Trains

* The Zonal Railways will notify such trains for Up & Down Directions of the trains separately.

- ❖ Registered Newspapers & Magazines will be charged at 45% of Scale-S, by all trains.
- ❖ Minimum distance for charge for all Parcels will be 50 kilometers and the minimum charge will be Rs. 30/-.
- ❖ The maximum permissible weight and outside dimensions of any package/article which can be accepted for booking, except by previous arrangements are as under:

Gauge	Maximum weight	Maximum Dimensions
BG	150 kg	2 x 1.5 x 1.25 meters
MG	150 kg	2 x 1.5 x 1.25 meters
NG	125 kg	1.5 x 1.07 x 1 meters

- ❖ Parcels will be charged either by actual weight or by weight derived on volumetric basis, which ever is higher.
- ❖ Dangerous goods can be booked and carried by ordinary trains only.

BULKY ARTICLES (CT 608):

- ❖ Any single package exceeding the weight of 100 kg is 'bulky'.
- ❖ Outside measurement exceeds 100 x 100 x 70.
- ❖ Exceptions:
 - If any one dimension exceeds by 10% or less, it will not be treated as bulky provided the weight is less than 100 kg.
 - For Copper, Brass sheets and pipes the outside measurement not exceeding 200 x 100 x 70 cm, will not be treated as bulky if the actual weight is within 100 kg.
- ❖ No free allowance should be given for bulky articles accepted as luggage.
- ❖ Charges should be collected based on Actual weight or measurement weight, whichever is more.
- ❖ For calculating volumetric weight, 28 dm³ or part = 4 kg.
- ❖ Double the 'scale' should be charged for bulky articles.
- ❖ Articles for which standard weight is prescribed (C.T. 501) are not treated bulky.

Preparation of waybill:

The PWB should be prepared with the help of double-sided carbon and should be signed in full by the staff preparing them. The number of packages booked should be recorded both in figures and words. Out Agency or City Booking Agency charge, PCEV charge and Paid on charges, if any should be shown separately. Alterations, erasures and over-writing should be avoided. If any mistake is committed it should be scored off and written again and signed by the staff preparing the PWB. The description of the articles must be

clearly mentioned and if any article is unpacked such as bicycle, motorcycle, the maker's trade name and the condition of the article should be mentioned in the PWB. In case of Bi-cycle the frame no. and in case of motor cycle/scooter, the registration no. should also be mentioned.

There are two types of PWB books supplied to stations, i.e. Local Paid and Foreign Paid and each Parcel Way Bill contains 4 foils namely, Record, Receipt, Accounts and Guard's foils.

Routing of parcels:

All parcels shall be booked and carried via the shortest route. When a parcel is required to be booked by other than the shortest route, the sender should make an endorsement in that regard in the Forwarding Note, and the same will be reproduced in all foils of PWB.

Booking, Carriage and Stacking of Parcels:

The system of stacking parcels on the passenger platforms should not affect the basic function of the platforms to provide smooth entry and exit to the passengers for boarding or alighting from a train.

In this connection the Board has given the following instructions:

It has been decided by the Board to rationalize booking and carriage Parcels so as to ensure convenience and safety to traveling public, reduction in transit time of parcels and enhanced punctuality record of trains as follows:

- ❖ Booking & carriage of Parcels by all passenger carrying trains shall be permitted only to those stations where the particular train terminates.
- ❖ Booking of parcels To and From intermediate stations served by a particular train shall also be permitted provided,
 - By Mail/Exp. train if the particular train stops there for 5 minutes or more
 - By ordinary trains if there is adequate halt for such booking
- ❖ Unloading & re-loading of parcels at intermediate stations shall not be permitted.
- ❖ However one break-of-gauge Transshipment will be permitted at higher of the Two scales for entire distance from booking point to destination.
- ❖ The above instructions do not apply to Booking of Luggage.
- ❖ Railways must ensure Parcels unloaded in Platforms or promptly removed to avoid inconvenience to passengers.
- ❖ Similarly Loading of Parcel booked at the stations to be done with barest minimum time of stacking of parcel on the platforms.
- ❖ Loading program for Parcel movement for all M/E Trains should be chalked out by the Zonal Railways as per demand pattern and notified to station concerned.

STANDARD CHARGEABLE WEIGHTS : (CT 501)

Article	Weight (kg)
Children's Bi-cycle	20
Baby Tri-cycle	20
Perambulator (collapsible)	20
Adult Bo-cycle	40
Children's push chair	40
Perambulator	75
Adult Tri-cycle	100
Motor Cycle	
CC upto 60	100
61 to 349	200
350 or more	250
Auto Rickshaw	600
Human Ash	20
Human skeleton	200
Corpse	200
Dog	
As ICP	60
In Brake Van	30
Small Animals and Birds	
In Basket	20
In Loose	40
Large Birds	30
Live Poultry in Basket (Per basket)	40
Calves, Pigs, Sheep & Goats (Per Animal)	40

Note:

- ❖ Height for Bi-cycle:
 - Height from axle centre to the seat bolt 46 cm or less - Children's Bi-cycle
 - Height from axle centre to the seat bolt more than 46 cm – Adult Bi-cycle
- ❖ When Bi-cycles or Tri-cycles are carried in pieces (tied together or separated) charges should be collected for the actual weight or the standard weight, whichever is more.
- ❖ While booking Mopeds, Scooters and Motorcycles the petrol tank should be emptied. Also it should be recorded in the F/Note and the PWB.

PACKING OF FISH CONSIGNMENT : (CT 603)

- ❖ Fish fresh must be packed in strong baskets/plastic tubs with lids securely fastened.
- ❖ Fish should be packed with ice at the ratio of 1 : 2 i.e., fish to ice.
- ❖ Saw dust should be spread over each layer of ice.
- ❖ The weight of ice and fish should be recorded separately in the forwarding note and reproduced in the P.W.B.
- ❖ Also the kind of the fish should be mentioned in the Forwarding Note and PWB.

BOOKING OF DOG : (CT 803)

- ❖ Dogs are charged as follows:

As ICP	60 Kg
In Brake Van	30 kg
Seeing eye dog as ICP	30 kg

- ❖ Dog should be provided with collar and chain (not a mouth cover)
- ❖ Loading, Unloading and feeding should be done by owner only.
- ❖ Dog as ICP on the condition that,
 - In 1A and FC - Classes only &
 - 2 Berth Coupe or 4 Berth Cabin has been allotted to the Passenger
- ❖ Minimum charge of Rs. 30/- per dog shall be levied.
- ❖ **When dog is detected un-booked:**
 - Six times 'R' from starting point to destination for 60 kg. (minimum Rs. 50/-)
 - And the dog should be transferred to Brake Van at POD.
- ❖ Dog can be taken as ICP in Special coaches exclusively reserved for a party.
- ❖ Dog to be dispatched by the same train in which the owner is traveling.

BOOKING OF CALVES, PIGS, SHEEPS AND GOATS (CT 813):

- ❖ Small calves under 0.76 meters in height at the shoulder level, pigs, sheep and goats can be booked in the Brake Van (dog box).
- ❖ They are charged for 40 kg. per head subject to a minimum of Rs. 30/- per animal
- ❖ An attendant must travel by the same train by paying normal fare. He is responsible for feeding and watering the animals during the journey.
- ❖ Pigs are accepted only when packed **in crates**.
- ❖ When detected unbooked:
 - Upto the point of detection - 6 times scale 'R' (minimum of Rs. 50/-)

- Normal charges from point of detection to destination (animal to be removed to Brake Van).

❖ Maximum number of animals allowed in Brake Van:

Animal	BG	MG
Calves (< 0.76 Meter)	5	5
Pigs, Sheep, Goats	15	10

BOOKING OF SMALL ANIMALS AND BIRDS (EXCEPT LIVE POULTRY):

- ❖ Puppies, cats, kitten, mongooses, ferrets, rabbits, monkeys, guinea pigs and other small animals and birds (other than poultry) can be booked and carried in BV and ICP.
- ❖ Weight charged:
 - In cage - 20 kg
 - In loose - 40 kg
- ❖ For carrying as ICP, SM's permission should be obtained and with the consent of co-passengers only.
- ❖ **When detected unbooked:**
 - Up to point of detection, 6 times 'Scale-R'
 - From point of detection to destination, double the charges (minimum of Rs. 50/-)
- ❖ Birds other than chicken will not be booked unless permitted by Chief Wildlife Warden or an officer authorized by the State Govt.
- ❖ Due provision for supply of food & water for the animals to be made by owner.

BOOKING OF LIVE POULTRY: (CT 821)

- ❖ It is booked in BV only.
- ❖ The birds should be packed in cases/baskets/hampers with proper ventilation.
- ❖ They are charged on actual/measurement weight subject to a minimum of 40 kg. per basket.
- ❖ Conditions for Baskets / Hampers:
 - The bottom should be solid and strong
Size = Diameter - 1 meter, Height - 30 cm.
 - Maximum number of birds allowed in one container

Birds	Number
Fowls - Large	30
Medium	40
Small	60

Large Ducks	18
Small Ducks	27
Chickens	60

❖ **If detected unbooked:**

- Upto the point of detection, 6 times 'Scale-R' (minimum Rs. 50/-)
- From point of detection to destination, normal rate & transferred to Brake Van at point of detection.
- For the distance in Brake Van charges should be collected
 - For actual/measurement weight, if in cages
 - For 30 kg. per bird, if loose

BOOKING OF LARGE BIRDS: (CT 820)

- ❖ Large birds such as Peacocks, Storks, etc. charged for 30 kg. per birds.
- ❖ Minimum charge per bird - Rs. 30/-
- ❖ They are booked in Brake Van only.
- ❖ Owner should make arrangement for supply of food and water.
- ❖ They are accepted only on production of a certificate issued by 'wildlife authorities'

BOOKING OF DAY OLD CHICKS (CT 821):

- ❖ Day old chicks are booked in Brake van only.
- ❖ The container should have adequate 'ventilation holes' on the sides & on top.
- ❖ They should be packed in containers of corrugated fiberboard of the following dimensions:
Length = 60 cm, Width = 40 to 45 cm, Height = 12 to 20 cm.
- ❖ Maximum number of birds allowed in one container = 104
- ❖ It should be booked only by convenient direct trains without involving transshipment.
- ❖ The transit time should be less than 30 hours.
- ❖ Weight charged = Actual weight or Volumetric weight, whichever is more.
- ❖ Chargeable scale : R, P or S

BOOKING OF CORPSES (CT 301):

- ❖ The corpse must be booked and should be dispatched in the Chief Guard Brake Van only.
- ❖ It should be packed in airtight coffin.

- ❖ Standard Weight to be charged = 200 kg.
- ❖ The minimum freight = Rs. 50/-
- ❖ Document to be produced at the time of booking:
A Medical Certificate that "death was not due to an infectious disease".
- ❖ Prepayment of freight is compulsory.
- ❖ A 'responsible person' should travel by the same train on payment of fare to take charge of and remove it on arrival at the destination.
- ❖ No other parcel should be loaded in the same LC in which the dead body is loaded.
- ❖ Message should be given to destination and stations en route for transshipment or U/L.
- ❖ After Unloading, the brake van should be thoroughly disinfected.
- ❖ Corpse of a patient who had died while undergoing treatment in a major Govt. hospital will be carried "Free" when certified so by that GH from the station nearer to the hospital to station nearer to the home.