

CHAPTER X

REGISTRATION, ALLOTMENTS AND LOADING

Registration

10001. Detailed rules regarding Registration and Booking of Goods Traffic are contained in the Goods Tariff, Part I.

10002. Preferential and Non-Preferential Traffic.- (a) Movement of wagon load traffic, is regulated by what is known as the Schedule of Preferential Traffic, laid down by the Central Government (Railway Board) under Section 71 of the Railway Act of 1989, and is designed to ensure that certain essential commodities and urgent movements are accorded necessary preference at a time when the available transport is not adequate to meet with all the demands. Traffic is classified into 5 categories viz., A, B, C, D and E. Commodities registered in the lower categories cannot have preference over those registered in the higher categories although the former may have been registered much earlier. For example, a consignment which falls under category E and is registered on 10th March, 2001 will have to give precedence to another consignment in category C registered on, say, 25th March, 2001.

(b) Special preference to any particular consignment can be accorded only under orders from the Railway Board.

(c) For the present, traffic in categories A to D is treated as "Preferential" and that in category E as "Non-Preferential".

10003. Sponsored and Non-Sponsored Movements.- (a) With a view to ensure that the movements of traffic on a higher priority basis is planned carefully and with discretion in order to utilize the transport facilities to the best advantage of the country, the various Union Ministries and the State Governments recommend to the Railway Board lists of officer for sponsoring important movements. These lists have to be approved of by the Railway Board.

(b) Traffic outside the scope of sub-para (a) above is termed as "Non-Sponsored".

Allotments

10004. Indents. - (a) Stations shall submit their indents for loading wagons in their Daily Stations Reports. Number of wagons required, commodities to be loaded, weight of each consignment, destination stations and vias, serial number of registration in the Priority Register and date of registration should be indicated. Indents must be submitted to the Divisional Railway Manager at least 72 hours in advance of the date of loading, except at Divisional Headquarter stations, where they may be submitted 48 hours in advance.

(b) The number of wagons for which indent is to be submitted should be limited to average daily loading of 2 days of the station. Divisional Railway Managers may modify these instructions, as may be necessary in respect of particular stations.

- (c) Station Masters, under no circumstance, should load any wagon without getting prior allotment order from the Divisional Railway Manager concerned on indents submitted by them.
- (d) In case where an indent is placed by a Station Master relating to a "Sponsored" programme issued by the Divisional Office with the approval of H.Q., the serial number and the programme number should be clearly quoted against entry.

10005. Allotment.- (a) All allotment orders shall be issued from the Divisional Office. No wagon is to be loaded by Station Masters or Goods Clerks without allotment orders from the Divisional Office.

- (b) On receipt of the Daily Reports from stations, the Allotment Branch in the Divisional Office shall check up with all operational restriction and embargoes in force and expunge those items movement of which is restricted. The Allotment Office shall advise the stations concerned of the items so expunged.

- (c) The Allotment Branch shall record all the valid items duly summarised in a register specially maintained for the purpose, indicating the following information :-

- (i) All valid indents shown under two heads, viz. "Preferential traffic" and "Non-Preferential traffic".

- (ii) Station from which the indents have been received.

- (iii) Commodities.

- (iv) Destination station and vias.

- (v) The serial order in the Priority Register and the date of registration at the stations.

- (vi) Quotas fixed for different commodities for the entire divisions should be shown on the top of the Allotment Register in red ink. If specific quotas are allotted to individual concerns, indents from each such concern are to be shown separately specifying the quotas permitted to them individually.

- (vii) Indents for loading via junctions for which quota limitations are fixed should be shown separately for each such point and the quotas permitted shown on the top of the Allotment Register.

- (d) The Allotment Register referred to in sub-para (c) above shall be put up to the Departmental Officer concerned, and he shall, personally, make the allotments.

- (e) That Officer shall make the allotments after taking into consideration the following points:-

- (i) Stock orders in force.

- (ii) Numbers of wagons to be allotted after taking into consideration the number of empties that are likely to be available after meeting the daily quota for coal fields or any special interchange order.

- (iii) The loading capacity of a particular station.
- (iv) The capacity of the work train operating on the section.
- (v) The importance of the particular station from the point of view of traffic offering.
- (vi) Requirements of seasonal traffic.
- (f) In the case of "Sponsored" movements, the programme shall be accepted in the Divisional Office and got approved from H.Q. and then sent to the stations for acceptance of requisitions for wagons. The station shall accept the registration made by the representatives of parties concerned and submit their indents in the usual course. On receipt of indents, allotment orders shall be issued by the Divisional Office in the normal course.
- (g) Allotment orders issued by the Divisional Office shall hold good till supply is ensured. If these orders are not availed of, due to the failure of the parties to submit their goods for booking, they should be treated as cancelled and the registration made in the Priority Register for such consignments should also be treated as cancelled and Registration Fee being forfeited according to the rules. Divisional Railway Manager should be advised of all such cancellations.

10006. Transmission of Allotment Orders :- (a) After allotments have been made, the same should be transmitted to the various stations through phonic control order. A confirmation of the allotment message in the cyclostyled form should be sent to each station concerned through Free Service.

- (b) A copy of the allotment message should be given to the Deputy Chief Controller on duty. Control is, normally, expected to transmit the allotment Orders, but in the event of any station not receiving its allotments message, the relevant information may be relayed to the station.

10007. Advice by Station Staff:- (a) After the Allotment has been received at the station, the Station Master or the Independent Goods Clerk concerned shall prepare a statement showing the following :-

- (i) Number of wagons allotted to each merchant, giving the individual number of wagons, if possible.
- (ii) Commodity.
- (iii) Station to.
- (b) At stations where there are no Merchants Associations, a copy of the statement giving the above information should be put up on the Station and Goods Shed Notice Boards each day, and a few spare copies kept, to be made over to any party which may be interested in the matter.

10008. Check on Loading - (a) To facilitate checking a register should be maintained at every Goods booking station showing the following particulars :-

- (i) Number of wagons allotted daily.
- (ii) The commodity and classification for which wagons are allotted.
- (iii) Allotment message numbers and dates under which the relevant consignments have been booked.
- (iv) Priority registration number and the date of registration of the relevant consignments.
- (v) Page number of the loading register under which these bookings are recorded.
- (vi) Invoice and the Railway Receipt numbers and dates under which these bookings have been completed.
- (b) Wagons loaded by station shall be recorded in the Daily Stations Reports submitted by stations, giving full particulars of wagons loaded to each destination, commodity and weight of the consignment and the allotment message number and date against which such loading are performed. These shall be carefully scrutinized in the Allotment Section and any irregularity detected shall be put up to the dealing officer.
- (c) Regular and systematic checks should be exercised by Transportation and Commercial officers and inspectors on the loadings at station with a view to detecting irregularities mentioned below :-
 - (i) Loading without allotment orders.
 - (ii) Loading not in accordance with allotment orders.
 - (ii) Loading beyond the validity time of the allotment orders.
 - (iv) Loading a commodity other than that allotted.
 - (v) Loading of wagons in excess of allotment.
 - (vi) Loading in contravention of the restriction orders.
 - (vii) Change of destination except in accordance with rules.
 - (viii) Violation of priority in registration.
 - (ix) Splitting up of consignments to circumvent class and other restrictions.

Loading

10009. General Principles.- The averages wagon load has a direct bearing on the utilization of wagons. Staff concerned should see that the fullest utilization is made of each wagon, so that our stock of wagons is able to carry more traffic. The following principles may be observed :-

- (a) If load offers, a wagon when received loaded, should be back loaded after release.
- (b) Every wagon should be loaded to give it the maximum possible load.
- (c) Subject to the observance of the rules on the subject, clubbing of wagons should be resorted to secure full loads for rake.
- (d) The goods shall be so loaded that the weight is distributed evenly over the floor of the wagon so that undue pressure is not placed on one side or end of the wagon and thus more weight is put on some of the springs that they are warranted to bear.

- (e) Saltpetre, Sugar and other goods that are of small bulk but of heavy weight are liable to be loaded in excess. Great care should be taken in loading such goods, so that the carrying capacity of the wagons is not exceeded.

10010. Coordinated or Sectionised loading.- This is an arrangement in which wagons for up and down directions are loaded in separate groups so as to facilitate shunting and save detention in sorting them out. Moreover, if a number of wagons are loaded for one station, it is ensured that they are in one hook.

10011. Loading on trucks and motor vans.- (a) Conveyance trucks which have cross-bars and screw clamps, shall, ordinarily be used for loading carriages and motor cars.

- (b) Conveyances and motor cars, when loaded in open trucks shall be covered by tarpaulins firmly lashed to the sides and ends of the trucks.

- (c) The wheels of all conveyances or motor cars shall be kept from moving either by the sliding cross-bars in the trucks or by wood scotches which the Train Examining Staff shall supply and fix.

- (d) In the event of neither cross bars nor scotches being available conveyances or motor cars shall be secured in position by being tied to the truck by means of strong ropes or wires.

- (e) Every loaded truck shall, before being attached to a train at the sending station, be examined by the JE/SE (C&W) who shall issue the usual certificate of correct loading.

- (f) Should a truck be damaged en route by the Train Examining Staff, the Station Master shall arrange to adjust the load or tranship the contents to the satisfaction of the JE/SE (C&W).

10012. Loading of rails and long and bulky articles on trucks.- Before loading pair of trucks with rail, special care shall be taken to screw up the centre coupling as tightly as possible.

- (a) Rails loaded in this manner shall be secured by passing a piece of fence wire through the fish-plate bolt holes and fastening in such a manner that the rails are prevented from separating. The binding chains of the trucks must be passed round the load and hooked up as tightly as possible.

- (b) When low-sided trucks are used for the conveyance of rails of such a length as to require more than one truck for their conveyance, the trucks shall be fitted with bolsters, or the sender must provide wooden sleepers, one to be placed crosswise in the centre of each truck clear of the sides for the load to rest on.

- (c) A space of at least 10 inches shall be left between the sides of the trucks and the rails.

- (d) Rails loaded by the Engineering Department shall be examined by a responsible official deputed by that Department before being made over to the Transportation staff for despatch. Station Masters shall refuse, in writing, to despatch any trucks of rails not properly loaded.

- (e) The starting and changing stations, as also at stations on the journey where rail trucks are attached to trains, Station Masters shall inspect the trucks alongwith the Guard, and should any truck be found loosely or improperly loaded, it shall be detached.

- (f) The JE/SE (C&W) shall inspect trucks loaded with rails independent of the joint inspection by the Station Master and the Guard, and order any vehicle loosely or badly loaded to be detached from trains.
- (g) Trucks loaded with rails shall be sent by goods trains or, when goods trains are not running, by slow Passengers trains and attached next in front of the rear brake van. They must never be attached to fast Passenger trains.
- (h) When trucks loaded with rails or other heavy material are detached at stations for adjustment, the assistance of the Engineering Department may be obtained to do the work if the Station Master has no men available to do it.
- (i) After timber has been unloaded of a truck, the lashing chains shall be wound round the stanchions and the two ends coupled together across the bolster. Unless this is done the chains are liable to hanging down and getting damaged by catching on obstruction when running.
- (j) When long and bulky articles, such as timber, rails, girders, etc. are loaded in two trucks coupled together, twice the carrying capacity of the lower tonnage truck shall be taken as the maximum capacity of the two trucks. When the length of the article necessitates more than two trucks being used, twice the carrying capacity of the lowest tonnage truck shall similarly be taken as the maximum carrying capacity, the additional trucks being treated as dummies only.
- (k) When the load of a truck or other vehicles projects more than 8" beyond the headstocks, and where there is less than 2"-0" clearance between loads of two adjacent couple trucks, or from the end of the next couple wagon or vehicles, an empty truck shall be attached next to it as a dummy for which the official supervising loading is to advise Station Master.
- (l) When it is found necessary to load bogie rail trucks or open wagon with bamboos and ballies, etc., the load must be kept well within running dimensions, suitable bamboos or ballies according to the nature of the load being lashed to the stanchions, where such are provided, as uprights and the load secured by lashings.
- (m) The Station Master of the loading station shall see that the vehicles have been properly loaded and lashed and he shall also advise to the JE/SE (C&W) of the next train Examining station to personally inspect such loads on arrival at his. The latter shall similarly advise to the next Train Examining station and so on, till the consignment reaches destination.

10013. Over-loaded wagons.- Whenever it is thought that any wagon is overloaded, a man shall be sent underneath to see whether there is a clearance of an inch between the flanges of the wheels and the bottom of the wagon. If a wagon is badly over-loaded, the flanges of the wheel touch the bottom boards of the wagon and cut into them, thereby impeding its movement. As a rough test, a man should be able to push a finger between the flanges of the wheels and the bottom boards of the wagon, and if that cannot be done, the wagon should be considered as over loaded.
