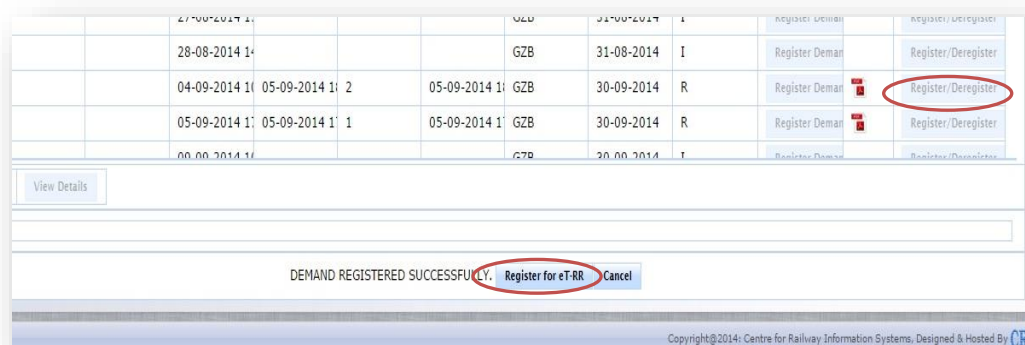


Contents

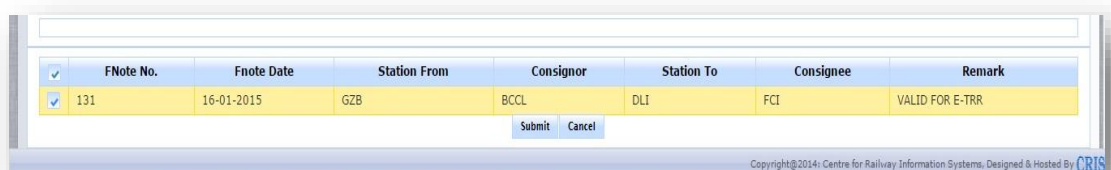
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How To Register for electronic RR?

1. User, after registering e-Demand through e-Demand Module shall be prompted to Opt for eT-RR.
2. Alternately, for demands already registered in system and RR generation awaited, through e-RD Module, user can opt for eT-RR through 'Register/Deregister' button provided on e-Demand registration screen against each e-Demand.



3. On opting for eT-RR, list of Forwarding Notes (for the selected Demand) valid to be registered fulfilling criteria for eT-RR shall be displayed to user.
4. User can only opt for eT-RR if all the forwarding notes for the selected demand fulfil the criteria for generation of eT-RR (As detailed by Railway Board).



5. The user shall have option to opt out for generation of eT-RR till the RR for same has not been generated by the Goods Clerk through FOIS/TMS.
6. Once all the commercial formalities have been completed by Goods Clerk at forwarding location, an electronic RR document shall be generated by FOIS system. The document shall be in form of a pdf and same shall be secured with the password.

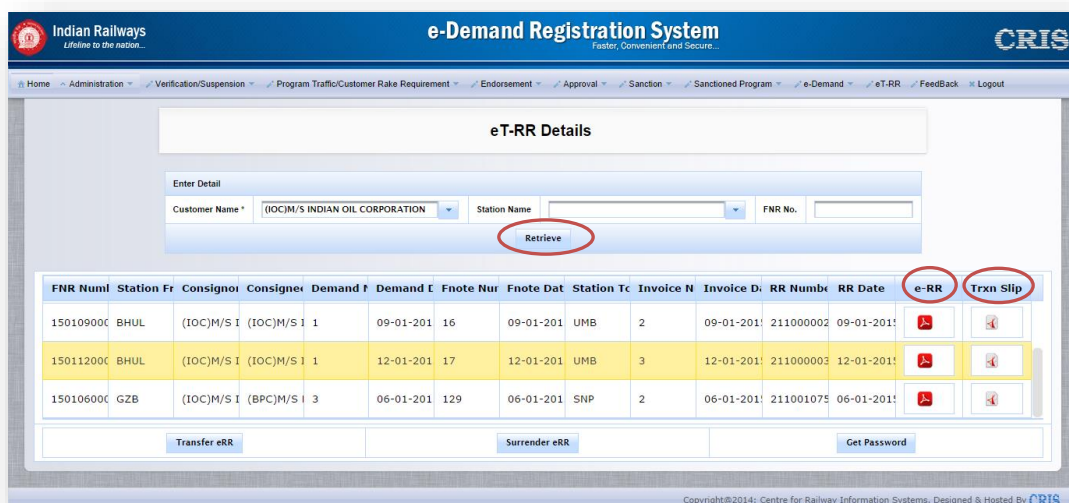
Details of password shall be shared through e-mail on the registered e-mail of the person who had confirmed the e-Demand in the System.

7. No printout of the RR on the Pre-printed Stationery shall be handed over to consignor for all such consignment for which customer has opted for eT-RR.

How to View Electronic RR Details?

The electronic-RR , in PDF Format and password to open same, generated by the System shall be sent to the User’s registered email as an attachment. Intimation shall also be sent on the registered Mobile Number of the User.

User shall have additional facility to view and transact on the eT-RR through menu option (eT-RR) now available on home screen of e-Demand module. eT-RRs can be viewed by all the authorized users for an Organization and forwarding/ destined location (as the case be). However, any further transaction on the eT-RR (Transfer/Surrender) can only be done by the current owner of the eT-RR.



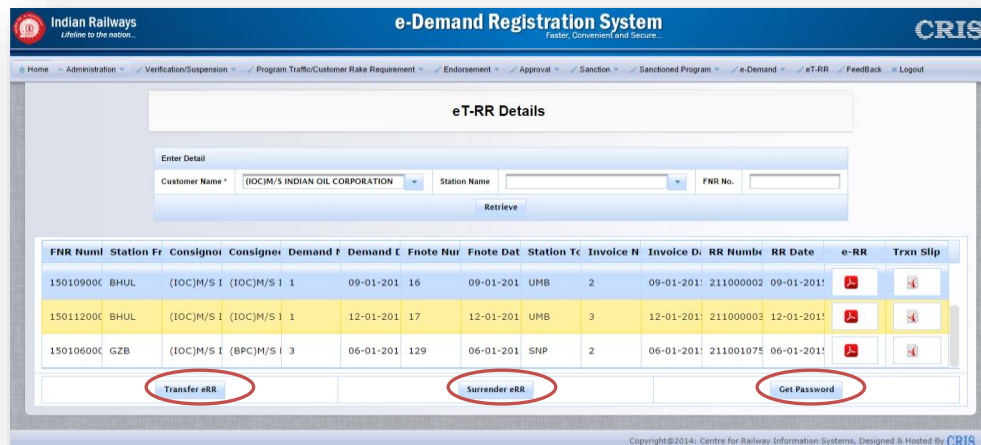
1. In eT-RR Details screen, user can view all the registered eT-RRs based on filters provided:
 - Customer Name: In this mandatory field, Customer's Organization is to be selected from the given list.
 - Station Name: User can select station from in this field, if he wants to view eTRR of particular station (Source/Destination).
 - FNR No.: User can filter details for a particular FNR
2. After applying desired filters, user shall retrieve the list of eT-RR(s).
3. User can click on pdf icon, under eT-RR column, to view the eT-RR Document.
4. User shall now be prompted to key-in the password to view the RR details.
5. After entering the password, RR document is now viewable in the A4 size format as depicted below:

Railway Receipt																					
RR No: 261003569 RR Date: 12-07-2017 FNR: 17071204828 Station From: HPLG Station To: MRJ Consignor Code: HPC Consignee Code: IOC Commodity Description: PETROL (MOTOR SPIRIT) (RAKE DEMAND)																					
TYPE: PAID	LOCAL																				
FORM: COM.G. 23	TAX INVOICE NUMBER: 9917072713180029																				
INVC NO: 59	INVC DATE: 12-07-2017																				
FNPT NO: 204	FNPT DATE: 10-07-2017																				
ZONE CODE: 1	TRFC TYPE: GG																				
GAUGE CODE: 1	WAGON 8WH: 15																				
RISK RATE: RR	CLASS: 180																				
TOTL CHRNG WT: 712.8																					
CHARGED VIA: GPR																					
INVC AT:	WGHD AT:																				
PUNITIVE CHARGE FOR OVERLOADING: CLASS: CLASS: RATE: RATE:																					
FROM STATION /SIDING: HPC OIL TERMINAL SIDING, LONI, 27-MAHARASHTRA	CODE: HPLG 01427156																				
TO STATION /SIDING: MIRAJ JN, MAHARASHTRA	CODE: HPLG 01427156																				
SENDER'S NAME: M/S HINDUSTAN PETROLEUM CORPORATION	GSTIN: 27AAACH1118B1ZC																				
ADDRESS: HPLG, 27-MAHARASHTRA	CODE: IOC																				
CNSG NAME: M/S INDIAN OIL CORPORATION	GSTIN: 27AA1216001068L																				
ADDRESS: IOCL MIRAJ, 27-MAHARASHTRA																					
DESCRIPTION OF GOOD	WEIGHMENT PARTICULARS																				
CMDT CODE: 2613961	SENDER WGT: 712.8																				
NO OF ARTICLES: 0	ACTL WGT: 0																				
PKCG CODE: 1	CHBL WGT AT NORM: 712.8																				
PVT MARK: N	RATE OVER WT. CHBL AT PUN 0																				
FREIGHT: Rs 392610.24/-	RATE:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>OTHER CHRNG</th> <th>REBATE</th> <th>PAID ON CHRNG</th> <th>UNDER CHRNG</th> <th>OVER CHRNG</th> </tr> <tr> <th>CODE AMNT(Rs)</th> <th>CODE AMNT(Rs)</th> <th>CODE AMNT(Rs)</th> <th>CODE AMNT(Rs)</th> <th>CODE AMNT(Rs)</th> </tr> </thead> <tbody> <tr> <td>DS 19630.51</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>GST 20612</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		OTHER CHRNG	REBATE	PAID ON CHRNG	UNDER CHRNG	OVER CHRNG	CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)	DS 19630.51					GST 20612				
OTHER CHRNG	REBATE	PAID ON CHRNG	UNDER CHRNG	OVER CHRNG																	
CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)	CODE AMNT(Rs)																	
DS 19630.51																					
GST 20612																					
TOTAL FREIGHT: Rs 432853/-																					
FOR RMC:																					
ALLOCATION AND OTHER DETAILS																					
ACCOUNT HEAD:																					
DEPT. TO BE DEBITED:																					
A. OFFICER:																					
COMMODITY DESCRIPTION: PETROL (MOTOR SPIRIT) (RAKE DEMAND)																					
* GST PARTICULARS:																					
GSTIN OF CUSTOMER : 27AAACH1118B1ZC FOR 27-MAHARASHTRA																					
GSTIN OF GM/CR : 27AAAGM0289CA19 FOR 27-MAHARASHTRA#GST AMOUNT RS.20612 (CGST + SGST @ 5% + RS.20612#TYPE.TRANSPORTATION OF GOODS BY RAIL CODE.996512#EXEMPTION : RC 19 OF 2017 DT: 30.06.2017#																					
REMARKS:																					
OLFO RMRK: WAGON JOINTLY EXAMINED, FOUND FIT & WATERTIGHT.#TRAIN LOAD CONDITIONS COMPLIED WITH.#WAGON JOINTLY SEALED.#DIP MEASUREMENT/MEASUREMENT NOT WITNESSED BY RAILWAY STAFF.#SENDER'S WEIGHT ACCEPTED.#CONDITION OF CONTENTS NOT CHECKED BY RLY. STAFFS#SAID TO CONTAIN# # CLUBBED WITH INVOICE NUMBERS 59 TO 60 FOR MRJ AND BENEFIT OF TRAIN LOAD RATE GRANTED.#. DESTINATION TO ENSURE COLLECTION OF UNDER CHARGES IF DUE ON ACCOUNT OF NON LOADING OF OTHER DEMANDS / FNPTGS.#TLOAD CONDITION FULFILLED.#DEFAULT.# NOT FOR SALE.#																					
PAYMENT MODE:																					
Credited to FA & CAO/ICR under bank trxnld :KIC6428366 on : 12-07-2017 13:52; Prty: HPC; LC A/C- 0906813BG0000551, LC valid from- 30-03-2017, LC valid to- 31-03-2018, STATE BANK OF INDIA,09062; Rty- 0000030285604822,STATE BANK OF INDIA,00300.																					
DISCLAIMER: This is a system generated document and copy of the same may be printed for the purpose of record and not for any other purpose.																					
Document prepared by: KAKHANKA A KHAN on IP address: 10.153.159.10 Page 1 of 2 at 12-07-2017 13:50 from HPC OIL TERMINAL SIDING, LONI																					

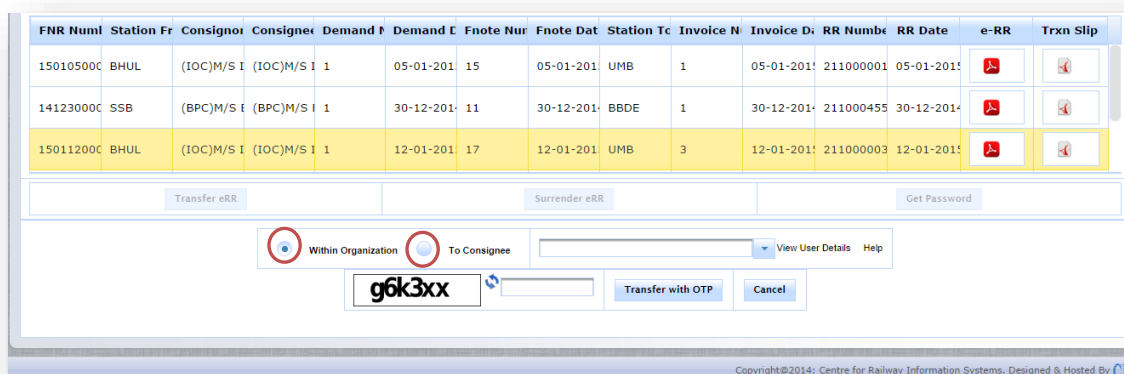
Railway Receipt																
RR No: 261003569 RR Date: 12-07-2017 FNR: 17071204828 Station From: HPLG Station To: MRJ Consignor Code: HPC Consignee Code: IOC Commodity Description: PETROL (MOTOR SPIRIT) (RAKE DEMAND)																
WAGON DETAILS OF THE RR																
SR NO	OWN	TYPE	WAGON NUMB	CC (T)	TARE (T)	NO OF ART	CMDF CODE	GRSS WGT(T)	DIP WGT (lb)	DIP WGT (T)	ACTL WGT(T)	PRM CC TON	TOTL	OVER WEIGHT	WGT	CHBL WGT
1	NR	STPN	95494	47.5	25	0	2013361	72.54		0	47.54	47.54	0	0	0	47.54
2	NF	STPN	90000	47.5	27	0	2013361	74.54		0	47.54	47.54	0	0	0	47.54
3	WR	STPN	90110	47.5	25	0	2013361	72.54		0	47.54	47.54	0	0	0	47.54
4	NF	STPN	90163	47.5	27	0	2013361	74.54		0	47.54	47.54	0	0	0	47.54
5	WC	STPN	401085549	47.4	25	0	2013361	72.42		0	47.42	47.42	0	0	0	47.42
6	NC	STPN	401308274	47.5	27	0	2013361	74.54		0	47.54	47.54	0	0	0	47.54
7	NW	STPN	401108504	47.4	27	0	2013361	74.54		0	47.44	47.44	0	0	0	47.44
8	NC	STPN	401108504	47.4	27	0	2013361	74.54		0	47.74	47.74	0	0	0	47.74
9	NC	STPN	401108504	47.4	27	0	2013361	74.54		0	47.23	47.23	0	0	0	47.23
10	NC	STPN	401108504	47.4	27	0	2013361	74.54		0	47.57	47.57	0	0	0	47.57
11	NR	STPN	100094	47.5	26	0	2013361	73.54		0	47.54	47.54	0	0	0	47.54
12	SDC	STPN	401411520	47.5	25	0	2013361	72.5		0	47.5	47.5	0	0	0	47.5
13	NW	STPN	401106473	47.4	26.2	0	2013361	73.67		0	47.47	47.47	0	0	0	47.47
14	EC	STPN	401008517	47.5	27	0	2013361	74.54		0	47.54	47.54	0	0	0	47.54
15	NW	STPN	401108723	47.5	27	0	2013361	74.54		0	47.54	47.54	0	0	0	47.54
TOTAL:										0.0	712.78	712.78	0.0	0.0	0.0	712.78
DISCLAIMER: This is a system generated document and copy of the same may be printed for the purpose of record and not for any other purpose.																
Document prepared by: KAKHANKA A KHAN on IP address: 10.153.159.10 Page 2 of 2 at 12-07-2017 13:50 from HPC OIL TERMINAL SIDING, LONI																

How to Transfer electronic RR?

1. User shall retrieve the eT-RR details using various filters (as explained above) through the e-Demand module.

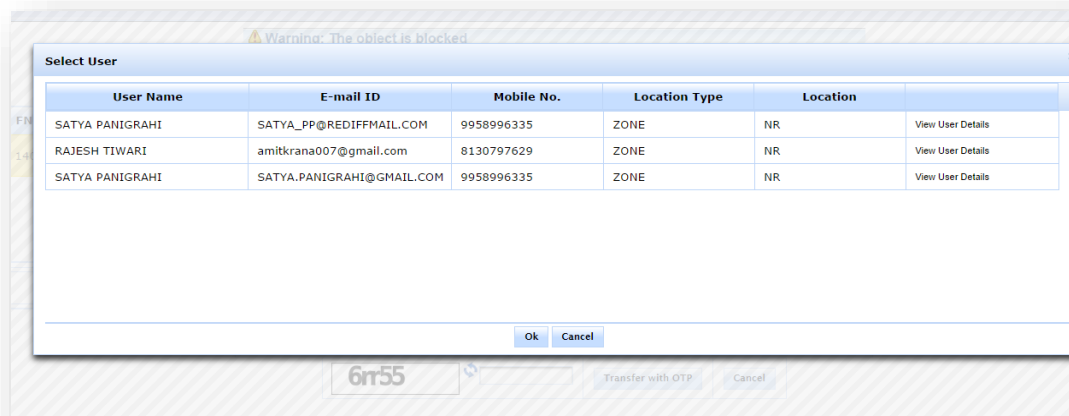


2. The owner (authorized Consignor/Consignee) of the eT-RR, shall have additional facility to transfer the eT-RR to any registered user (within e-Demand Module) of owner organization or transfer to any one registered user (within e-DemandModule) of consignee organization (in case eT-RR is currently owner by consignor).



3. User should select the eT-RR to be transferred and opt for “Transfer eT-RR”
4. User shall be prompted for additional inputs

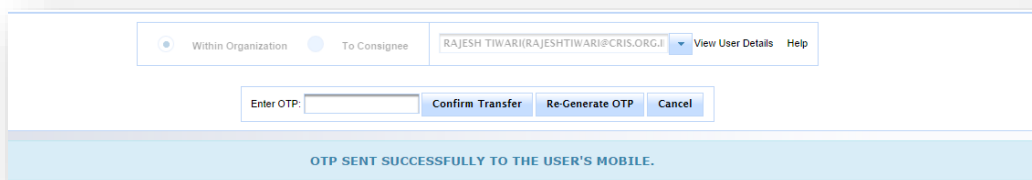
- Within organization
 - To Consignee (valid only in case the eT-RR is currently owned by consignor)
5. User should key in the userid (email-id) of the person to whom the eT-RR needs to be transferred. An additional help to search and select the userid/email-id is also provided through "Help". On pressing 'Help' button, a new screen will pop up showing the list of registered users of same organization and location(either same station or its division or its zone).



- From this list any of the desired users can be selected. The details of any user can also be viewed by clicking link on 'View User Details' in last column.
- After selecting the row, click on 'OK' button
- The popup screen will disappear and selected user's registered id will come in the new user field of base screen

6. Enter the Captcha code and click on 'Transfer with OTP'.

7. An OTP will be sent to the registered mobile number of the eT-RR's owner



8. Enter the received OTP and click on 'Confirm Transfer'
9. Alternatively, a new OTP may also be generated by pressing 'Re-Generate OTP' button, if the original one is not received

- This OTP is valid for 15 minutes.
- The transfer process is synchronous/single transaction i.e. user cannot leave the transaction and revisit the page for transfer eT-RR later.
- An email/SMS will be sent to owner on his/her registered email and mobile number as confirmation of transfer.
- The new owner will get email with RR document as attachment and its password as SMS on his/her registered email and mobile number.

How to surrender electronic RR?

1. User shall retrieve the eT-RR details using various filters (as explained above) through the e-Demand module.
2. The owner (authorized Consignor/Consignee) of the eT-RR, shall have additional facility to surrender the eT-RR to Railways.
 - In case, the current owner of eT-RR is consignor, user shall have to select one of the reasons for Surrender of eT-RR
 - ✓ Issue of Supersessional RR
 - In case, the current owner of eT-RR is consignee, user shall have to select one of the reasons for Surrender of eT-RR
 - ✓ Issue of Supersessional RR
 - ✓ Delivery of Consignment
 - ✓ Re-booking of Consignment


- The user has to specify the surrender reason from the given list

3. In case surrender of eT-RR is for the purpose of “Delivery of Consignment” user shall intimate the system for the nominated person who shall be responsible for taking physical delivery of goods at destination. User shall either select “SELF” (in case delivery is being taken by user himself) or “Authorized Person” (in case user needs to authorize any third person for taking delivery of goods) option as the case be.

- If Self option is selected, the owner name will be displayed in the name field itself
 - If “Authorized Person” option is selected, user needs to specify the name of the authorized person, his identity card type which could be ID Card, AADHAAR Card, PAN Card, Passport, Driving License and corresponding identity card's number
 - This authorization detail will be verified by the goods clerk at the time of delivery
4. In case surrender of eT-RR is for any other purpose other than “Delivery of Consignment” user shall have option to fill in the remarks (if any).
 5. Enter the Captcha Code and click on 'Surrender with OTP' button.
 6. An OTP will be sent to the registered mobile number of the eT-RR's owner

7. Enter the OTP and click on 'Confirm Surrender'
 - Alternatively, a new OTP can also be generated by pressing 'Re-Generate OTP' button, if the original one is not received.
8. A e-surrender transaction slip is generated when user surrenders the RR to Indian Railway
9. This e-surrender transaction slip shall be mailed to the RR's owner on his/her registered email and an SMS intimating this surrender will be sent to his registered mobile number

- User shall have option to view and print the e-surrender transaction slip from eTRR menu option in E-Demand module till the time same is not acknowledged in FOIS/TMS application.




Freight Operations Information System
 e-Surrender Transaction Slip for FNR No :15012300109
 For : Printing of RR

e-Surrender Transaction Slip Details	
Transaction ID	TX-1501290003
RR Number	211001085
RR Date	23-01-2015
Loading Station	GZB(GHAZIABAD JN.)
Delivery Station	UMB(AMBALA CANT JN.)
Surrender By	BRJLAL SHARMA
Surrender Date/Time	29-01-2015 12:20

Note: Please carry a valid ID Proof and print of Electronic RR along with printout of this transaction slip (in duplicate).

Authorized Person Details		
Authorized Person (SELF)	ID Type -N/A-	ID Number -N/A-



Customer Signature _____

Date: _____

Remarks By Goods Clerk (If Any) :

(Stamp and Authorised Sign)

How to take delivery of goods through Transaction Slip?

1. Authorized user shall surrender the eT-RR to Indian Railways selecting the reason “DELIVERY OF GOODS”. An e-surrender transaction slip corresponding to the surrender shall be generated through system and shared with the authorized user through mail and SMS notification for same shall be received by user. (Process explained above)
2. Users shall log into e-Demand module and view the e-surrender slip. User shall need to check the details on the e-Surrender transaction slip and take printout of the same. User also needs to take a printout of the electronically shared RR details (A4 size PDF Format).
3. User needs to carry both the documents (in duplicate) to the concerned location (delivery location).

How to surrender eT-RR for issue of Supersessional RR and Re-booking of Consignment?

1. Authorized user shall surrender the eT-RR to Indian Railways selecting the reason “REBOOKING OF CONSIGNMENT” / “ISSUE OF SUPERSESSONAL RR”. An e- surrender transaction slip corresponding to the surrender shall be generated through system and shared with the authorized user through mail and SMS notification for same shall be received by user. (Process explained above)
2. Users shall log into e-Demand module and view the e-surrender slip. User shall need to check the details on the e-Surrender transaction slip and take printout of the same. User also needs to take a printout of the electronically shared RR details (A4 size PDF Format).
3. User needs to carry both the documents (in duplicate) to the concerned location.