भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No.TC-I/2019/103/1 (3318687) dt. 28.04.2021

General Manager
All Zonal Railways

Sub: Electronic Transmission of Railway Receipts (eT-RR)
Ref: Rates Master Circular/eT-RR/2019/0 and its addendum dated 03.04.2020

In terms of extant guidelines, Supersessional RRs and Rebooking RRs are prepared on pre-printed stationery.

The matter has been examined and it has been decided to lay down the guidelines for preparation of eT-RR in case of Supersessional RR and Rebooking RR. Accordingly, existing and revised guidelines are given below-

	Existing Guidelines	Revised Guidelines
6.3	**Procedure for surrender of eT-RR for the issue of supersessional RR**	**Procedure for surrender of eT-RR for the issue of supersessional RR**
	a. For surrender of eT-RR for the issue of supersessional RR, consignor will need to choose that option and will need an OTP which will be sent to him once the request is made.	a. For surrender of eT-RR for the issue of supersessional RR, consignor will need to choose that option and will need an OTP which will be sent to him once the request is made.
	b. On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignor or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction is successful, will be sent to the Consignor on his registered e-mail id and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station.	b. On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignor or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction is successful, will be sent to the Consignor on his registered e-mail id and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station. c. The consignor/authorized agent will need to have the Transaction Slip (on their mobile/tablet/laptop) and approach concerned

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	c. The consignor/authorized agent will need to print the Transaction Slip and approach concerned Goods clerk alongwith print of eT-RR(PDF copy supplied by the system) for issue of supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. The Goods Clerk will, thereafter, issue a **supersessional RR on pre-printed stationery i.e., supersessional eT-RR will not be generated.**	Goods clerk for issue of supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. The Goods Clerk will, thereafter, **issue a supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent.**
8.3	**Procedure in case of rebooking of consignment** When consignee/authorized agent approaches concerned Goods clerk for rebooking of consignment alongwith the print out of Transaction Slip and PDF copy of eT-RR, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods Clerk will, thereafter, **issue a normal RR on pre-printed stationery i.e., fresh eT-RR will not be generated in the case of rebooking.**	**Procedure in case of rebooking of consignment** When consignee/authorized agent approaches concerned Goods clerk for rebooking of consignment along with copy of Transaction Slip and eT-RR on their mobile/tablet/laptop, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods Clerk will, thereafter, **issue a fresh eT-RR in the case of rebooking by default if no option otherwise is given by consignor/authorized agent.**
8.4	**Procedure for issue of Supersessional RR** When consignee/authorized agent approaches concerned goods clerk alongwith the print out of Transaction Slip and PDF copy of eT-RR for issue of Supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. A message will be sent by the system to the TMS at originating station that the eT-RR has been surrendered for the purpose of issue of supersessional RR. The goods clerk of originating station, on receipt of such	**Procedure for issue of Supersessional RR** When consignee/authorized agent approaches concerned goods clerk along with the copy of Transaction Slip and eT-RR on their mobile/tablet/laptop for issue of Supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. A message will be sent by the system to the TMS at originating station that the eT-RR has been surrendered for the purpose of issue of supersessional RR. The goods clerk of originating station, on receipt of such message, will **issue a Supersessional eT-RR by default if no**

	message, will **issue a Supersessional RR on pre-printed stationery i.e., supersessional eT-RR will not be generated.**	**option otherwise is given by the consignor/authorized agent.**
8.5	**Procedure for surrender of eT-RR and preparation of SRR in case of operational diversion** After completion of the task of Operational Diversion in RMS by the competent authority, it is transmitted in TMS for completing commercial formalities. Diversion Order is fed in RMS by the competent authority and system generates corresponding Diversion Order Number. After getting the Diversion Order Number, Goods Clerk of originating station will e-surrender the eT-RR and **prepare Supersessional Railway Receipt (SRR) in TMS on pre-printed stationery.** Once the eT-RR is surrendered by Goods Clerk on account of Operational Diversion, further reporting on the eT-RR by the customer will be disabled in the eT-RR module.	**Procedure for surrender of eT-RR and preparation of SRR in case of operational diversion** After completion of the task of Operational Diversion in RMS by the competent authority, it is transmitted in TMS for completing commercial formalities. Diversion Order is fed in RMS by the competent authority and system generates corresponding Diversion Order Number. After getting the Diversion Order Number, Goods Clerk of originating station will e-surrender the eT-RR and **prepare Supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent.** Once the eT-RR is surrendered by Goods Clerk on account of Operational Diversion, further reporting on the eT-RR by the customer will be disabled in the eT-RR module.

This issues in consultation with Traffic Transportation Directorate and with the concurrence of Finance Directorate of Ministry of Railways.

28 Apr 2021

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Director, Traffic Commercial (Rates)
Railway Board
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Copy to:

1. **Pr. Financial Adviser**, All Zonal Railways
2. **Dy.C&AG(Rlys)**, Room No.222, Rail Bhavan, New Delhi.

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For **Member(Finance), Railway Board**

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Copy to:

1. **Pr. Chief Commercial Manager**, all zonal railways
2. **Pr. Chief Operations Manager**, all zonal railways
3. **Managing Director**, CRIS, Chanakyapuri, New Delhi-21.
4. **Chief Admn. Officer**, FOIS, Camp: CRIS, Chanakyapuri, New Delhi.
5. **MD, KRCL**, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
6. **Director General**, National Academy of Indian Railways, Vadodara.
7. **General Secy**., IRCA, New Delhi.
8. **Director, IRITM**, Vill-Kanausi, Manaknagar, Lucknow-226011

28Apr 2021

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Copy for information:

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TC(R), TC(CR), F(C), TT-III, Railway Board