



MUMBAI PORT TRUST

RAILWAY

DEPARTMENTAL MANUAL

DEPARTMENTAL MANUAL

TABLE OF CONTENTS

HISTORY OF THE PART OF MUMBAI AND MB.P.T RAILWAY

PRICIPLES OF RAILWAY OPERATING

SECTION NO		PARA NO	PAGE NO
-----------------------	--	--------------------	--------------------

CHAPTER - I

01.	Early history and development	1	1 to 3
02.	Principles of operating	2-3	4 to 11

CHAPTER - II

RAILWAY MANAGER'S OFFICE SET UP AND WORKING

03.	Railway Manager's Head Office	4-10	12 to 29
04.	General Working	11-25	30 to 36
05.	Budget	26 -28	37 to 40

CHAPTER - III

LOCATION AND DESCRIPTION OF STATIONS

06	Description and Location of Stations	29-46	41 to 46
07	Rules and Regulations governing the working of the Mb.P.T. Railway	47-48	47
08	Stations	49-55	48 to 50
09	Docks	56-62	51 to 55

CHAPTER - IV

ESTABLISHMENT

10.	Staff Matters	63-65	56 to 57
11.	Attendance and hours of duty	66-68	58 to 59

Contd....2

12.	Appointment and promotions Class III – Line Staff	--	60 to 61
13.	Appointment and promotions Class IV – Line Staff	--	62 to 64
14	Recruitment	--	65
15	Station Paysheets	69-73	66 to 74
16.	Payment of Staff of Stations	74	75
17.	Payment of overtime to Staff	--	76
18.	Provident fund advances	75	77
19.	Retirement	76	78
20.	Settlement of Staff	77	79
21.	Privilege ticket orders, Leave Travel Concession and Mb.P.T. Pass Rules.	78-80	80 to 84
22.	Medical Attendance and Treatment	81	85
23.	Nominal roll and Vigilance Cases	82- 83	86
24.	Training of Cabinman	84	87
25.	Workmen's Compensations Act.	85	88 to 90

CHAPTER – V

OPERATIONS

26.	Operations	86-89	91 to 96
27.	Traffic Train & power Control	90-94	97 to 99
28.	Engine power and loads	95-96	100 to 101
29.	Working of the Control Room	97-103	102 to 107
30.	Speed Restriction	104	108 to 109
31.	Blocking of Line	105-108	110 to 111
32.	Accidents	109-116	112 to 119

Contd....3

33.	Fire precautions and actions to be taken When an outbreak of fire occurs.	117-120	120 to 124
34.	Loading of oversize consignment's on the Mb.P.T. Railway	121-124	125 to 128
35.	Stenciling of foreign wagons	125-127	129 to 131
36.	Stations Diary and Stations Master's Order Book	128-129	132 to 133
37.	Level Crossing and Gateman	130-132	134

CHAPTER – VI

COMMERCIAL

38.	Booking of Goods Traffic	133-142	135 to 142
39.	Acceptance of traffic	143-145	143 to 144
40.	Unloading and delivery of inward goods	146-152	145 to 149
41.	Sources of Railway Revenue	153-157	150 to 151
42.	Rates and collections of charges	158-166	152 to 154
43.	Periodical Returns	167	155 to 156
44.	Invoicing	168-174	157 to 159
45.	Collections and disposal of freight	175-178	160 to 162

CHAPTER – VII

CLAIMS

46.	Claims – General	179- 182	163 to 165
47.	Procedure regarding disposal of Claims	183	166
48.	Reporting of Cases	184	167 to 168

Contd....4

49.	Settlement	185- 186	169 to 172
50.	Packing condition	187	173 to 174
51.	Reporting of Shortage and damages in up consignments.	188- 190	175 to 177
52.	Assessment of damages and partial shortages	191	178
53.	Reporting of damages by wet. Excess and exchanges	192	179
54.	Claims Down	193- 197	180 to 181
55.	Assessment of consignments	198- 201	182 to 185
56.	Linking	202- 203	186 to 187
57.	Discrepancy Advices	204	188
58.	Unconnected, Unclaimed and delayed consignments	205- 207	189 to 191

CHAPTER – VIII

STORES AND EQUIPMENTS

59.	Mb.P.T. Wagons Stock	208	192 to 193
60.	Stores	209- 212	194 to 195
61.	Permanent Storage	213- 214	196
62.	Consumable Stores	215- 216	197
63.	Preservations of records	217	198
64.	Indent and Supply of Stationery	218	199
65.	Uniform	219- 221	200 to 202
66.	Dak Jeep	222- 224	203 to 204

Contd....5

CHAPTER – IX

MISCELLANEOUS

67.	Miscellaneous	225- 230	205 to 210
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LIST OF ANNEXURES

ANNEXURES –

- ‘A’ - Details of traffic handled (Loaded & unloaded)
- ‘B’ - Details of Payscale of Class III Office and Line Establishment
- ‘B1’ - Details of Payscale of Class IV Office and Line Establishment
- ‘C’ - Restriction Circular and General
- ‘D’ - Traffic handled during 2004-05 and previous two years
- ‘E’ - Responsibility
- ‘F’ - List of functions

CHAPTER – I

BRIEF HISTORY OF THE PORT OF MUMBAI

AND

MUMBAI PORT TRUST – RAILWAY

PRINCIPLES OF RAILWAY OPERATING

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - I

SECTION I

EARLY HISTORY AND DEVELOPMENT

1. **Brief History:**

The port of Mumbai is comparatively modern creation and has a magnificent harbour. It has held pride of place as the most famous haven for shipping on the Western Seaboard of India.

The history of Mumbai from the middle to the end of 19th Century is a remarkable record of progress in all directions. Railway communication with the interior was opened up in 1853. As the City of Mumbai was developing from year to year, lack of proper dock accommodation was beginning to be severely felt. The decision to constitute the Trust to administer the affairs of the Port of Mumbai was then keenly felt. Originally, the Port was managed by private companies who had acquired monopoly, chief amongst them being Elphinstone Land and Press Company. As the years passed, desirability of administering the Port by Public Trust was strongly felt and the Government of India constituted a Trust known as the Mumbai Port Trust in the year 1873. The Mumbai Port Trust Act of 1873, provided for the creation of the Corporation in the name and style of the Trustees of the Port of Mumbai.

In the matter of natural facilities for shipping, Mumbai is one of the most fortunate of the world's great Sea Ports, situated almost midway down the Western Coast and possessing the only natural deep water harbour, one of the safest and most spacious in the world. Mumbai's central position and accessibility by sea and land have made

her the main Gateway and distributing entry port for the overseas trade of Western and Central India. The harbour runs North-East and South-West and is about 20 Kms. long and 4 to 6 Kms. in width. Its general depth varies from 6.5 M to 12 M with a minimum of 9.75 M at low water in the entrance fair way.

It has 3 docks known as the Prince's Dock which was opened in 1830 with a depth of 7.6 M. The Victoria Dock was opened in 1888 with a depth of 8.2 M and the Indira Dock, the main construction of which was completed in 1914, has a depth of nearly 10.8 M at mean high water. It has two Dry Docks, Merewether Dry Dock opened in 1891 and the Hughes Dry Dock opened in 1914. The Port handles nearly 31 million tonnes of cargo annually.

The Mb.P.T. Railway which was opened in the year 1915 connects the Port with the hinterland through the Central and Western Railways originally known as the Great Indian Peninsula Railway Mumbai Baroda and Central India Railway. In addition to the goods traffic, the Railway used to handle passenger trains also which has been stopped since 1980.

Prior to 1914, the docks were not rail-served. As the traffic between the Port and the interior developed, the two main railways, the then Great Indian Peninsula Railway and the then Mumbai Baroda and Central India Railway laid out capacious goods yards in close proximity to the Prince's and Victoria Docks with which they were connected by two sidings crossing Frere Road (P. D'Mello Road). The sidings accommodated only a fraction of the import and export traffic. The bulk was conveyed from ship to rail and vice versa in bullock carts, etc. The Port Railway was opened on 1st January 1915. In planning the Railway Lay Outs, the designers had the advantage of ample unoccupied land which enabled them to adopt the best alignment and most modern principles of railway transport without disturbing the existing interest. In consequence, the Port today is exceptionally well equipped as regards terminal railway facilities.

The Port Trust Railway handles rail-borne goods traffic of Mumbai City. Its yearly inward and outward foreign traffic amounts to over 1.5 million tonnes and its local station to station traffic is approximately 3,34,000 tonnes. It collects every year in freight charges for the Trunk Railways Rs. 2 crores approximately. The principal traffic commodities are, food grain, fertilizers, oil, iron and steel, sugar, coal, cotton, oilseeds, oil cakes, cotton and container traffic.

The Railway system though 11 kilometers in actual length from Wadala Junction to Ballard Pier, comprises of about 55 Kms. main lines and sidings. It has 2 stations viz. Wadala and Grain Depot. Wadala is an interchange point for receiving and dispatching the train generated from and to the hinterlands. The marshalling yard at Wadala runs into a total of 21 track Kms. Grain Depot is a station where there are 4 sidings at Grain Depot, 2 sidings at Cotton Depot - Rail siding (CDRS) and in the Docks 2 sidings served by Grain Depot. The port trust railway though short in length and extent, is fully equipped. It plays its part in the economic development of the Mumbai Port in particular and the country as a whole.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - I

SECTION 2

PRINCIPLES OF OPERATING

2. Introductory:

Rail transport occupies a very important place in the economy and industrial life of a nation. The Port Railway has an added responsibility in keeping the port clear and assisting clearance of import and export traffic. Efficiency of the Port Railway System is, therefore of vital importance.

The main function of a Port Railway is to provide safe, efficient and economic transportation to the satisfaction of the users of Port. The running of the Railway should be so managed so that these views are always kept foremost and the objects stated above are attained.

The Rules & Regulations governing the safe working of trains are contained in the General and Subsidiary Rules for Indian Railway, Parts I, II and III as well as the Working Orders framed in this connection and Station Working Rules issued.

The object of this manual is to prescribe information regarding the working of the Railway, broad procedures adopted in

handling the traffic and explain the essential and important points in the Port Railway Operations in all its spheres.

3. General Principles of Operating:

Successful operating depends on certain elementary principles, observation of which leads to better and efficient operation. These principles generally are

- (a) Central authority to control and co-ordinate operation.
- (b) Full and efficient utilization of the existing carrying capacity, and
- (c) Planned provision of adequate capacity/ terminal/ transfer, running locomotives, rolling stock and repair, etc., to accord with increase in traffic.

(a) Central authority to control and co-ordinate operation:

The Central authority necessary to control, direct and co-ordinate various operations on the Port Railway is the Manager of the Railway Department assisted by Asstt. Managers in-charge of different Sections. He, with the assistance of his Asstt. Managers, ensures a fluidity of transport system avoiding congestion and attending to various efficiency targets, etc. Similarly, on the commercial side work regarding levy of charges, collection of freight, accountal and submission of returns,

verification and passing of claims, etc., is carried out. Matters regarding appointments, service conditions, leave and pay etc., of the staff are dealt with through Asstt. Manager, Establishment. Supply of stores, equipment, material uniforms, etc. required for the day-to-day operation of the railway, are looked after through Stores Section. The Manager regulates the working of all the Sections in a co-ordinated manner to enable the Railway to function effectively as a whole.

(b) Full and efficient utilisation of the existing carrying capacity.

The most important aspect of the Port Railway working is how to render the railway system capable of carrying an ever increasing volume of traffic and to keep the Port constantly clear. The maximum output can only be achieved by careful advanced planning day-to-day and by adjusting the programme according to the conditions prevailing. Constant vigilance, original analysis of the cause of bad performance and effective and timely remedial action are the essential ingredients in operating execution and operation of an efficient railway working. For the maximum utilisation of the available carrying capacity, close watch must be kept on the following :

- (i) Wagon holding
- (ii) Wagon load
- (iii) Train load

- (iv) Empty running
- (v) Despatch in Block load
- (vi) Speed
- (vii) Turn round
- (viii) Targets
- (ix) Staff and Supervision

(i) Wagon holding.

After a given amount of originating loading and the receipts of loaded wagons from the Trunk Railways and after making an allowance for the stock out of commission for repairs, etc., there is an optimum number of wagons which the railway should hold to maintain the fluidity of transport system. The number of wagons that the railway holds is subject to its line and power capacity. If a Railway holds more wagons than this optimum number, it might lead to an increase in the detentions to wagons and trains. In case any bills of the hire charges to be paid, congestion and general deterioration in the efficiency of its operation may results in payment heavier of charges. With greater efficiency of working, availability of wagons would increase without any actual increase in wagon holding.

(ii) Wagon load.

It is ideal to load a wagon to its full carrying capacity and in case of bulky goods to its full extent subject to its carrying capacity and permissible axle load.

(iii) Train load.

Different type of locomotives are allotted different hauling capacities. To get maximum output, it is necessary that each locomotive is given its full economical load. Locomotive hauling less than economical load results in loss of carrying capacity and consequently loss of output.

(iv) Empty running.

It is a waste of transport system to run a wagon empty or with light load instead of loading it to its full extent. While much of the empty running is in escapable on account of unbalanced nature and quantity of outward and inward traffic, operating skill lies in avoiding or reducing this wastage and preventing as far as possible all cross-movements of empty stock. Maximum utilisation should be made of the stock being returned empty in outward direction.

(v) Despatch in Blockloads.

Despatching of wagons in small numbers means delay while a blockload can go direct to the destination without appreciable delay en route. Efforts should always be made to form as many as long possible block loads out of the available loaded wagons. Marshalling Yards should always endeavour in this direction.

(vi) Speed

The efficient operation of the railway depends upon the speed of the movement. Speed limits which should be observed between stations and in yards have been laid down in the relevant Working Orders enumerated separately. The loco staff must ensure that these speeds are observed and proper watch should be kept to see to it that there is no undue slowing down or uncalled for stoppages which would affect the movement considerably.

(vii) Turn round.

The interval between 2 successive loadings calculated from the time the wagon is placed for loading till the time it again becomes available for reloading, is the actual turn round. Thus all detentions to a wagon from the time it is placed for loading till it is placed for reloading after passing through the cycle of loading, despatch, transit, and again made available for reloading enter into the calculation of turn round. The better number of trips the vehicles make and the greater load on each trip, the greater will be the transport effected.

General use :

$$\text{Wagon Turn round } T = \frac{A}{B} \text{ Days}$$

(A) Total number of serviceable wagons or

(B) Total number of wagons loaded including transshipped plus loaded wagons received from other Railways. The quicker the turn round, the better is the efficiency. Turn round is an index of operating efficiency especially of wagon utilization and availability. The wagon turn round can be improved by stepping up loading by quickening of loading and unloading and release of inward wagons.

(vii) Targets :

One of the important means to utilise fully and efficiently the existing capacity of a railway is to set attainable targets for the various performances after fully taking into consideration all the local conditions. Whereas the targets are laid down, all possible efforts must be made to attain them. The targets should be set sufficiently hard and reviewed constantly with a view to improving them further.

(viii) Staff and Supervision :

In the interest of efficiency, it is necessary that staff offer their willing co-operation and turn out a high standard of work. To achieve this, there should be constant sympathetic leadership and supervision. Supervision must not merely be punitive in effect. Proper training and guidance must be provided to the staff. Conditions of work must be made more human to enable staff to offer their whole-hearted co-operation.

(C) Planned provision of adequate capacity/terminal/transfer, running locomotives, rolling stock and repair, etc., to accord with increase in traffic.

Transport bottleneck is one of the features of railway operation at a station, yard or a section of the railway or even an entire railway. Congestions may occur due to a variety of causes such as unbalanced movement, inefficient utilization, labour shortage, accidents, failure of locomotives etc. If congestions become chronic, they are a pointer to the need for the provisions of additional facilities. Congestion can be avoided or minimized by providing suitable additional facilities and by taking some of the following steps:-

- (i) Efficient utilization of locomotives.
- (ii) Arrangement of suitable engine runs.
- (iii) Reduction in percentage of locomotives out of commission.
- (iv) Efficient utilization of loading stock.
- (v) By arranging unhindered movement by improving signalling, interlocking, control and improvement in the lay out of Marshalling Yards.

CHAPTER – II

RAILWAY MANAGER'S OFFICE

SET UP AND WORKING

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - II

SECTION 3

RAILWAY MANAGER'S HEAD OFFICE

4. Set Up

The Railway Manager's Office is divided into the following Sections for the convenience of the working:

- (1) Trains Section
- (2) Commercial Section
- (3) Establishment Section
- (4) Claims Section
- (5) Cash Section
- (6) Stores and Works Section

5. Trains Section

The Trains Section is under direct control of Deputy Railway Manager.

Set Up

Office Supdt. is in-charge of Trains Section. He is assisted by one Junior Assistant.

Main items of work

The Section mainly deals with:

- (1) Cases of accidents on the Mumbai Port Trust Railway.
- (2) Preparation of Monthly Returns of Hire Charges.
- (3) Arrangement of the supply of wagons to Military and Government Departments and the public.

- (4) Preferring bills on Central Railway and Western Railway for shunting charges.
- (5) Arranging despatch of over-dimensional consignments with the acceptance and sanction of the Railways over which the consignments are to be carried.
- (6) Issue of ground rent certificates in respect of over-dimensional consignments for remission of dock demurrage charges.
- (7) Imposition of restrictions of booking on the Mumbai Port Trust Railway as per instructions from Central and Western Railways and imposition of restrictions and booking of Mb.P.T. Railway from Trunk Railways.
- (8) Arrangement for blocks for repairing MB.P.T. Railway lines, points and overhauling of cabins as required by Executive Engineer (Railway).
- (9) Maintenance of Monthly and Yearly statistics of the number of wagons loaded and unloaded at MB.P.T. Railway Stations.
- (10) Maintenance and supply of Local and Foreign Private Number Sheets to be used for line clear message or otherwise.
- (11) Arranging Census of Foreign Railways wagons as per Trunk Railways instruction.
- (12) Clearance of loads for Central and Western Railways at Wadala.
- (13) Wagons rejected by CTXR at Wadala.
- (14) Clearance of food grain traffic.
- (15) To arrange for engine power.

- (16) Links of locomotive engines.
- (17) Placements and indents of wagons by the Dy. Manager, Hamallage, Mb.P.T.
- (18) Maintenance of railway sidings Agreement.
- (19) To deal with the cases of irregularities at Stations regarding placement of wagons reported by the Railway Audit.
- (20) Maintenance of Priority List as per Railway Board's General Orders.

6. **Commercial Section**

This Section is under the direct control of Assistant Manager (Commercial).

Set Up

Asstt. Supdt. is in-charge of Commercial Section. It has one Senior Assistant, one Junior Assistant.

Main items of work done by this Section are:

- (1) Compilation of Annual Budget Estimates and Revised Budget Estimates and Administration Report.
- (2) All correspondence with the Indian Railway Conference Association, New Delhi.
- (3) Printing, amendments of the Mumbai Port Trust Railway Goods Tariff.

- (4) All correspondence regarding enquiries from Government offices, private parties and other corporate bodies regarding railway rates etc.
- (5) Correspondence in connection with the increase of rate on Government Railways and instruction to stations.
- (6) Recovery of undercharges and infringement charges.
- (7) Recover/refund/waiver of demurrage/freight etc.
- (8) Compliance with Government, Central Western and Mb.P.T. Railways Audit Reports.
- (9) Arranging refund of overcharges due to error in rate, calculation, classification of amounts twice collected.
- (10) Certifying overcharge sheets in respect of refunds due to error in calculation allowed at the time of delivery.
- (11) Replying queries from foreign Railways in respect of refunds to be allowed by them on consignments booked from stations on this Railway.
- (12) Correspondence in connection with rebate in freight charges allowed by Central and Western Railways on goods meant for export.
- (13) Traffic facilities on the Mumbai Port Trust Railway

- (14) Instructions to stations regarding consigning of goods, preparation of Railway Receipts/Forwarding Notes, etc.
- (15) Instructions regarding labeling, sealing, riveting wagons and marking goods, etc.
- (16) Delivery of goods on Indemnity Notes in the absence of Railway Receipts.
- (17) Re-booking and Diversion.
- (18) Correspondence with Foreign Railways regarding clearance of Irregular Freight outstandings at Stations.
- (19) Haulage and handling bills and work connected therewith.
- (20) Furnishing copies of Invoices and Forwarding Notes to Foreign Railways.
- (21) Action against staff of irregularities in booking, charging, consigning, maintenance of records, etc.
- (22) Other miscellaneous commercial work, correspondence with foreign railways regarding irregularities committed by their staff.

7. **Establishment Section :**

This section is under the direct control of the Assistant Manager (Establishment).

Set-up

Office Superintendent is in-charge of this section. It has Assistant Superintendent, two Senior Assistants, 4 Junior Assistants, 6 Typist-cum-Computer Clerks and one Junior Clerk. It has following two branches :

- (i) General (including records).
- (ii) Service Sheet and Paysheet.

Main items of work

This Section deals with the following items of work :

- (1) The submission of the fortnightly reports to the Government regarding labour situation (to the Chief Welfare Officer, Mb.P.T.).
- (2) Monthly report of labour situation in the Public Sector Undertakings (to the Chief Welfare Officer, Mb.P.T.)
- (3) Monthly statement of representations from Labour Unions (to the Secretary, Mb.P.T.), maintenance of Rosters for Cl. III and IV staff.
- (4) Statistics regarding number of different categories (to the Financial Adviser & Chief Accounts Officer, Mb.P.T.)
- (5) Number of staff on roll, left, appointed, Class III & IV Commercial, Operative, Office and Summary (quarterly).
- (6) Maintenance of SC & ST grievance register and quarterly reports on SC & ST representation.
- (7) Dealing with Periodical Health Check up, medical registration matters, option form for OPD treatment.
- (8) Dealing with Disciplinary matters, etc.
- (9) Enquiry Committee - Departmental enquiries of employees under suspension - monthly statement and register (to CVO, Mb.P.T.)
- (10) Dealing with matter related to prohibitory orders and bank recovery orders.
- (11) Vigilance statistics - Quarterly statements and register (to the Chief Vigilance Officer, Mb.P.T.)

- (12) Dealing with Rashtrabhasha `Hindi', periodical statements etc.
- (13) Notification of vacancies (quarterly) to the employment exchange
- (14) Submission of quarterly reports on physically handicapped person. (to F.A. & C.A.O./M(SOM))
- (15) Quarterly Return (to the Secretary, Mb.P.T.)
- (16) Strength of different categories of staff employed by Major Ports - Quarterly Annual Returns (to the Financial Adviser & Chief Accounts Officer, Mb.P.T.)
- (17) Workmen's Compensation Act - Annual Returns (to the Regional Labour Commissioner, Mumbai).
- (18) Housing of Port Trust Staff - six monthly statements (to the Financial Adviser & Chief Accounts Officer and Chief Welfare Officer, Mb.P.T.).
- (19) Annual Confidential Reports of all Class III staff.
- (20) Compulsory Notification of vacancies - Quarterly Returns to the Employment Exchange.
- (21) Administration Report.
- (22) Monthly list of staff due for periodical increments.

- (23) Half yearly statement of staff due to retire (for departmental use).
- (24) Yearly statement of staff due to retire in the current financial year and the following financial year (to the Financial Adviser & Chief Accounts Officer, Mb.P.T.)
- (25) Annual Return of Income-Tax (to the Financial Adviser & Chief Accounts Officer, Mb.P.T.)
- (26) Preparation of Mb.P.T. Nominal Roll.
- (27) All work connected with appointments, promotions, transfers, appeals, etc.
- (28) Maintenance and submission of periodical statistics and furnishing other statistical information about establishment matters as and when required by the Mb.P.T. Administration and/or Government Departments.
- (29) Preparation of Budget Estimates and Section Summary (half yearly).
- (30) Submission of recommendations of Provident Fund,

- (31) Special Contribution to Provident Fund and PF-DCRG nominations to the Financial Adviser & Chief Accounts Officer, Mb.P.T.
- (32) Recommendations of Provident Fund advances.
- (33) Reimbursement of medical expenses.
- (34) Work in connection with grant of scholarship and all other miscellaneous work connected with it.
- (35) References from other departments of the Port Trust.
- (36) Union references in connection with complaints, promotions, demands, etc.
- (37) Implementation of the conduct and discipline rules, Charge sheeting, suspension of employees, censuring, etc.
- (38) Dealing with Leave Travel Concession, claims of employees from the Department.
- (39) Dealing with Special Disability leave and compensation account of disability caused due to injury sustained during the course of duties of employees.
- (40) Civil Defence Organisation work.
- (41) Dealing with training programme for staff and officers at PMTC.
- (42) Issue of service certificates.
- (43) Maintenance of Seniority Registers of Officers, Class III and Class IV staff.
- (44) Issue notices of retirements to staff under Superannuation Rules.

2. **SERVICE SHEET AND PAYSHEET GROUP :**

- (1) Putting up of leave applications to officers and dealing of various absences of Class III and Class IV staff.

2. Maintenance of Service Sheets of Class III and Class IV staff.
3. Data feeding of daily attendance on computer.
4. Noting of increments, promotions, transfers, leave, punishment, etc. in the respective Registers and Service Sheet.
5. Preparation of monthly list of staff due for annual scale of increments. Granting of annual increments.
6. Forwarding of applications for membership, loan to the Mumbai Port Trust Employee's Co-Operative Credit Society Ltd. and applications for Port Trust quarters to the Chief Welfare Officer, Mb.P.T. and connected correspondence.
7. To maintain record of addresses of office staff and muster roll as required under the Minimum Wages Act.
8. To obtain Home Town Declarations of the newly appointed staff.
9. To make acting arrangements of officer and the order of general seniority.
10. To maintain attendance register under Minimum Wages Act.

11. Generating monthly pay-sheets on computer -
 - (a) Scheduled Permanent Officers - Railway Manager's Office.
 - (b) Scheduled Permanent Class III and Class IV staff, Railway Manager's Office.
 - (c) Scheduled Permanent Class III & Class IV Staff, Controller's Office.
 - (d) S. P. Class III Staff of Grain Depot
 - (e) S. P. Class IV Staff of Grain Depot
 - (f) S. P. Class III Staff of Wadala Depot
 - (g) S. P. Class IV Staff of Wadala Depot
12. Data Feeding & taking out Checklists of monthly wages and night wages (Wherever applicable) on computer.
13. Preparation of working sheets arising out of promotion, leave etc. and feeding on computer.
14. Data feeding of festival advance and scholarship of staff on computer.
15. Generating encashment of earned leave payable on computer.
16. Preparation of wage slips for staff.
17. Feeding the details of savings etc. on computer for income tax purpose.
18. To prepare advance leave salary paysheets of staff and to check and submit to the F.A. & C.A.O., Mb.P.T. Similar paysheets received from stations.

19. To deal with files of overtime under Minimum Wages Act and Port Trust Rules.
20. To deal with files of settlement cases and feed in the computer.
21. To note acting arrangements of office and line staff in the register.
22. To note Provident Fund Advance in the relevant Registers maintained for the purpose.
23. To make noting of all files of Class III and Class IV Staff in respect of leave, increments, Provident Fund Advance, quarters, transfers, appointments, debits and fines in the respective registers.
24. To attend to posting of overtime under the Minimum Wages Act in the prescribed register.
25. To deal with Cost Control Statements and overtime statements.

8. **CLAIMS SECTOIN:**

The claims section is under Assistant Manager (Claims). The Claims Section at present consists of one Assistant Superintendent, one Senior Assistant and 2 Junior Assistants.

The main items of work are to deal with claims arising out of inward rail borne traffic, fixation of inter-railway liability and disposal of claims.

This section also deals with verification of claims, apportionment of inter-railway liability, arranging payment of claims by issue of cash and pay orders, maintenance of Claims Suspense Account and it's clearance, billing the railways for the claims paid on their behalf.

This section deals with instructions and policy matters, maintains section statistics, budget figures and other miscellaneous matters connected with claims.

This section further deals with the following matters:

- (a) Claims from foreign railways for bookings in down direction.
- (b) Proving delivery and giving handing over particulars of all overdue 'down' consignments.
- (c) Compensation bills paid by foreign railways on behalf of the Mumbai Port Trust Railway.
- (d) All irregularities and theft cases in Up and Down bookings.
- (e) Recovery of miscellaneous stolen goods from police custody and arrangements for connecting them to Up and Down consignments or their disposal in auction.

Claims section deals with claims for overdue consignments, unclaimed and unconnected and unclaimed consignments, arranges disposal of unconnected and unclaimed goods. Claim section makes and answers enquiries for the goods overdue and misdespatched. It also deals with the underload wagons. The Senior Assistant arranges the disposal of unconnected and unclaimed goods.

Claims

Court Cases arising out of inward and outward traffic and other claims matter are dealt with by one Senior Assistant and One Junior Assistant.

The Assistant Superintendent exercises general supervision of the Section, attends to visitors and enquiries and deals with the posting of staff and distribution of work; also attends to CU Court Cases and demi-official correspondence.

9. CASH SECTION:

This section is under the charge of Assistant Manager (Commercial).

Set Up

The section has a strength of one Senior Assistant (Assistant Cashier) and one Junior Assistant.

Main items of the work carried out :

Earnings at Grain Depot are counted in this section and properly allocated to different heads. The hard cash and cheques are banked after proper book entries.

In case of Supplementary payment, at station, the same is arranged by this section.

Refund of claims after being properly accepted are cleared by this section by arranging payment by cheques.

Central and Western Railway's earnings, collected at station on this Railway, are properly allocated and sent to the Railways concerned.

Mb.P.T. Railway's earnings are properly allocated and remitted to the Financial Adviser & Chief Accounts Officer, Mb.P.T.

To facilitate trading public, Deposit Accounts are maintained in this section currency, Cash/Cheques towards these accounts are accepted in the section and everything needed for correct maintenance of these accounts is attended to in the section.

10. **STORES AND WORKS :**

Both these sections are under the direct control of Deputy Railway Manager.

Set up of the Section

1 Office Superintendent

2 Junior Assistants

1 Junior Clerk

Main items of work

STORES SECTION

(1) Indent and supply of stores - permanent and consumable.

- (2) Indent and supply of uniforms.
- (3) Indent and supply of stationery materials.
- (4) Procurement of stationery and other stores from market in emergent cases.
- (5) Printing of books and forms and obtaining the same through the Material Manager, Mumbai Port Trust.
- (6) Obtaining Central and Western Railways books, forms, wire lead seals, rivets, screws, E.P. Locks, etc.
- (7) Repairs to all permanent articles.
- (8) Preparation of vouchers for all sundry payments made from the Contingent Imprest and vouchers for purchase of stationery, etc., from Special Imprest.
- (9) Maintaining expenditure ledger for stores, repairs, etc. for Railway Department.
- (10) Distribution/circulation of restriction circulars, weekly gazettes, Trustee's Resolutions, etc.
- (11) Obtaining foreign railways, Indian Railways Conference Association, Government publications required by various stations and sections of this Railway and arranging their distribution.
- (12) Dealing with Dock entry permit/Smart Cards.
- (13) Recoupment of postal imprest, Indemnity Notes, Revenue stamps to all stations.
- (14) Purchase of loco engines.
- (15) Maintenance of wagon bills.

- (16) Dealing with reports regarding theft of railway materials, maintenance of Log Books of motor car and jeep and collection of bills thereof.
- (17) Registration of incoming letters.
- (18) Sorting of outgoing letters.
- (19) Hand delivery of letters through Peons and maintenance of delivery books.
- (20) Despatch of letters by ordinary and registered post, maintaining registers and postal receipts.
- (21) Despatch of letters by Dak Jeep to Mb.P.T. Railway stations through the Jr. Trains Clerk.

Further Store section deals with -

- (22) Rent bills to occupants of sheds during the last week of every month.
- (23) Indent for uniforms of staff yearly in December, waterproof clothing in March in every year.
- (24) Blanket overcoats and some other items in July every year.
- (25) Payment of bills of Central Railway periodically for maintenance and repairs to Foreign Railway wagons.
- (26) The indents for books, forms and stationery.
- (27) Indents for Western and Central Railways books, forms, wire lead seals, rivets, screws and E.P. locks every six months, on 1st January and 1st July every year.

- (28) Renewal of Licence Fees Exemption Certificate at the Regional Transportation Officer's Office, Mahalaxmi, the Licence Fee for office car/jeep and trailer.
- (29) Statement of petrol/diesel consumed and kilometers traveled to be put up every month, statement of petrol/diesel consumed kilometers run.

WORKS SECTION :

Main items of work :

- (1) Construction of railway sidings, sheds, buildings - approval of plans prepared by the Engineering Department.
- (2) Renting of sheds, plots and submitting rent bills to parties monthly.
- (3) Correspondence regarding electrical and water facilities.
- (4) Telephone connections and all related correspondence.
- (5) Sanitation in Mb.P.T. Railway premises.
- (6) Correspondence regarding repairs, constructions, electrical equipments and water connection.

MUMBAI PORT TRUST - RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - II

SECITON NO.4

SUBJECT : **GENERAL WORKING**

11. **Distribution of duties** :

Officers are posted to the various sections by the Railway Manager as and when necessary by means of issue of Working Orders. Sections allotted to each Officer are mentioned therein and the Officer concerned is held responsible as In-charge of the Section. These Working Orders are circulated in the office and sent to stations for the information of all concerned.

12. **Powers of Officer**

The Railway Manager is the Principle Officer of the Railway Department. By virtue of Section 21(b) of the Major Port Trusts Act 1963, the Chairman, Mumbai Port Trust, has delegated to him the powers of Appointing, Promoting, Granting leave, Suspending, Fining, reducing or dismissing or disposing of any other question relating to the services of the employees of the Railway Department, whose maximum monthly salary exclusive of allowances is not more than Rs.9500/- including the power of dispensing with the services of any such employee other than by reason of such employee's own misconduct subject to the Chairman's power of revision and control and subject further all the provisions of the Schedule for the time being in force under Section 23 and the regulations framed by the Board under Section 28 of the Act. The Railway Manager has further delegated the powers

regarding sanction of Casual Leave, Earned Leave, Full and Half-Pay leave, Extraordinary Leave and Leave without pay up to 3 months to his Assistant Manager.

The Railway Manager, Mumbai Port Trust, has been authorised in terms of the delegation of powers under TR No.161 dt. 23-5-1989 to make purchases of special items of office contingencies costing individually up to Rs.10,000/- for a single item or Rs.1,00,000/- in the aggregate in a single purchase consisting of more than one item subject to the limit of Rs.1,00,000/- in a year and the budget provision.

13. Disposal of correspondence :

Prompt and accurate disposal of correspondence and reference is essential to maintain the efficiency of the Department. The correspondence in the Railway Manager's Office is received either from stations through Dak Delivery Jeep or from Railways by hand-delivery or post and from various parties either by post or by hand delivery. The correspondence received by post or hand deliveries is accepted by the Despatch section. After registering letters in the Inward Register, they are sent to the Office Superintendent for marking to the sections concerned. The letters received by the Daily Dak Jeep are sorted by the Heads of Sections and distributed according to whom they are concerned. All Outward correspondence is sent to the Despatch Section duly addressed for arranging further despatch either by post or hand delivery as the case may be. Papers and letters meant for the stations are sent to the Dak Jeep Number

Jr. TRC who enters them up in Guidance and delivers them to the station concerned. A separate record for receipt and dispatching Hindi letters is to be maintained by despatch clerk.

14. Drafting :

All correspondence must be properly examined by the staff concerned and suitable drafts put up to the immediate superiors. The drafts Hindi and English should be brief yet clear and should convey the required data and information, to enable decision to be taken thereon. It should be worded in simple yet effective language and couched in courteous words. The letters are typed on computer. The Dealing Section should also compare them prior to their submission to the officers concerned.

15. Pending Files and arrears :

Every reference not disposed of within a week or as authorised by the Officers should be treated as arrears. The full information regarding the work in arrears should be available with each clerk concerned and also with the Head of the Section. Pending files should be maintained with the Dealing Clerks themselves. They

should be kept either on the side rack readily available and in a manner where they will be constantly under observation. The racks should be properly arranged and the files should be kept clean and tidy.

16. Publications :

Periodical publications like Weekly Gazettes of the Railways, Commercial News Bulletins, Government Gazettes and Trustees Resolutions etc. should be sent to Officers and the Sections wherever necessary for perusal. On return of such publications, they should be properly filed by the section to which they pertain.

17. Library :

The periodicals and the books meant for the Office Library should be properly handled and made use of widening the general information of the staff itself. The books and magazines should be handled carefully.

18. Enquiries :

Disciplinary action is taken against the staff under "Mumbai Port Trust Employee's (Classification, Control and Appeal) Regulations, 1976. Such action has necessarily to be preceded by formal Departmental Enquiry as laid down under the Rules. After obtaining the explanations from the staff concerned for default or for

acts of commission or omissions committed by the employee is to be charged under suitable clause. A written chargesheet has to be served on him after due verification and an opportunity given for submitting a further written explanation. In case of minor charges, an Officer deputed by The Railway Manager has to conduct the enquiry in the presence of the Mb.P.T.'S representative. Every opportunity should be given to the employee to defend himself and to make available to him such documents as are relevant and needed by him in the discharge of his defence. The Enquiry Officer has to submit the findings to The Railway Manager/ Traffic Manager as the case may be for approval before they are made finally applicable. In case of chargesheet issued for major defaults, similar procedure as laid down above has to be followed excepting that the enquiry is conducted by the Special Enquiry Officer appointed by vigilance department for the purpose. The Enquiry Officer forwards his findings to the Railway Manager/Traffic Manager as the case may be for further action.

19. Vigilance Cases :

A statement in cyclostyled form showing the progress and disposal of vigilance cases with regard to the employees of the Railway Department is to be prepared and submitted confidentially to the Secretary, Mumbai Port Trust, Mumbai, periodically.

20. Nominal Roll :

A Nominal Roll of employees in the scales of pay of Rs.8600/- and above is to be prepared to indicate the position on the 1st April every year and sent to the F. A. & C. A. O.'s Department before the 7th of April of that year. It should be ensured that it is prepared accurately

21. Provident Fund Advance :

Employees asking for Provident Fund advances for the purposes approved under the rules, are required to submit their applications in manuscript stating the reason for the advances, etc. These are scrutinized by the Establishment Officer and submitted to the Railway Manager for his recommendations. If the Railway Manager sanctions the advances such recommendations are forwarded to the FA & CAO for payment. The amount of advances should be recovered from the employees concerned in not more than 36 installments. In case of Housing, 120 instalments or as per the rules in force.

22. Retirement :

Superannuation retirement notice is issued to the employee six months in advance intimating to him the scheduled date of his retirement and the facility to take leave prior to retirement, copy of the same is also endorsed to the F.A. & C.A.O., C.L.O., C.M.O., Sports Club etc. Further necessary action is taken by Service Sheet Branch.

23. Seniority and promotion :

A manuscript register showing the seniority of the staff of all categories has to be maintained in the Railway Manager's office with reference to grade of pay, date of promotion or appointment to that grade, etc. A separate register as per the reservation point roster is to be maintained in the Railway department.

24. Increments :

The Mb.P.T. employees are generally enjoying scales of pay with annual rates of increment. It is essential that the increments are drawn as accrued on the due date.

25. Service Sheet and Confidential Reports :

The Establishment Section has to maintain Service Sheet for each employee in the prescribed form. It should be properly filled in from time to time. A confidential report has also to be maintained in respect of each employee (except Class IV) in the prescribed form. It is to be completed at the end of 31st March every year and submitted to the Officers concerned as laid down.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - II

SECTION - 5

B U D G E T

ANNUAL ESTIMATES OF REVENUE AND EXPENDITURE

26. Budget Estimates :

Budget Estimates of the Department relating to the period covered for next financial year are to be prepared during the month of September every year. The figures of revenue receipts and expenditure under various heads are maintained in respective sections in the Railway Manager's office. Revised Estimates for the current year and the Estimates for the following year are assessed and estimates prepared thereon. The relevant data is sent by the sections to the Commercial Section for final compilation of the Budget Estimates. The Commercial Section after compiling the figures submits the Estimates to the F.A. & C.A.O., Mumbai Port Trust, for verification and inclusion in the Trustee's Budget. The details regarding compilation of the budget are given as under :

The budget comprises of "Revenue Receipts" and "Expenditure" under the following heads :

27. **Revenue Receipts :**

1) **Freight**

- a) Local Freight
- b) Through Freight
- c) Siding Charges on foreign wagons

2) **Terminal Charges**

3) **Miscellaneous Charges**

- d) Shunting Rebooking and Diversion.
- e) Hire of Railway Plant
- f) Infringement Charges
- g) Sundries :
 - 1) Commission on Military Credit Notes.
 - 2) Haulage and handling on wagons missent to this Railway
 - 3) Shunting Charges on Foreign Railway's wagons placed in Sick Siding for repairs
 - 4) Storage charges at Stations
 - 5) Casual occupancy

N O T E :

Apart from the Revenue Receipts derived from the above Budget heads, credit for the income in the following items is afforded by the Trustees to the Railway Department :

- a) Proportion of ground rent derived from rail served plots.
- b) Proportionate Railway profit earned on container traffic, by Railway movement at RCD.

28. **Expenditure**

1) Manager's Office Establishment and Contingencies

- a) Office Establishment
- b) Office Contingencies :
 - i. Books, stationery and printing
 - ii. Furniture including repairs
 - iii. Postage
 - iv. Rent of telephone connections
 - v. Clothing to peons, etc.
 - vi. Petty conveyance
 - vii. Sundries

2) Station Establishment

3) Repairs and Maintenance

- a) Stores Consumable
- b) Furniture, gear and appliances (including repairs)
- c) Signalling and interlocking
- d) Repairs by foreign railways

4) Miscellaneous

- a) Claims for goods damaged or lost
- b) Hire and haulage on foreign railway wagons
- c) Claims for injuries and damage to property
- d) Hire on foreign railway engines.

CHAPTER – III

LOCATION AND DESCRIPTION OF STATIONS

N O T E :

Expenditure under Railway Manager's and Station Establishment forms about 50% of the total expenditure and is controlled by the Railway Manager. Most of the remaining which constitutes about 50% of expenditure debited to Railway Department, is controlled by the Chief Engineer, Mumbai Port Trust, against the following heads :-

- a) Loco & Wagon Establishments.
- b) Repairs & Maintenance (Locos).
- c) Interest on capital outlay,
depreciation, etc.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER III

SECTION 6

SUBJECT: DESCRIPTION AND LOCATION OF STATIONS.

29. Description:

The Mumbai Port Trust Railway was constructed and opened for traffic in January 1915. It serves the Docks and Bunders of the Port of Mumbai as also the Depots allotted for different commodities and trades. This Railway is a terminal railway connected to Central Railway and Western Railway at north end at Wadala which is the main interchange point between them.

30. Location:

The Mumbai Port Trust Railway is located along the coast of Mumbai harbour taking off from Ballard Pier at the south and running up to Wadala at North.

31. Station:

There are in all 2 stations. They are :

Wadala

Grain

The details of traffic handled at these stations are given in Annexure 'A'.

32. Wadala:

This station is situated at the extreme north end and is a junction station connected with the Central and Western Railways where the traffic between the three Railways is interchanged. This station is essentially a marshalling yard for the receipt and despatch of food goods train. It has receiving yards to facilitate receipt and despatch of trains.

33. Grain Depot:

This station is mainly for the storage of grain and seeds. A number of well-built sheds are built within the vicinity of the station and leased to various parties, majority of them having been leased to the Food Corporation of India, Mumbai. This station has been developed for handling full train load traffic for import and export. Cotton Depot siding and RCD Siding, Mb.P.T. Docks siding (including sidings in princess docks and Victoria dock and Indira Dock) and FCI Siding are declared as sidings served by the Grain Depot Station.

34. **Staff:**

The strength of the officers and staff in this department is as under:-

Officers - 5

Class III Staff - 163

Class IV Staff - 217

Details of Class III and Class IV Staff categorywise are given in Annexure 'B'.

35. **Track:**

Route length 10.92 Kilometers

Track length 55 Kilometers

36. **Locomotives:**

There are 5 diesel locomotives. These engines are utilized for movement and allotted to different stations by means of scheduled engine links.

37. **Operations:**

The Mumbai Port Trust Railway operations are summarized as under:

Foreign:

- (a)Receiving Central and Western Railways Up Trains and sorting out the trains according to the destination of the inward wagons. Movement of wagons from receiving point to the delivery and loading points.
- (b)Placements of wagons at various sidings and plots according to the bookings and requirements for loading and unloading purposes.
- (c)Movements of wagons from Depot to Depot as required for loading and unloading purposes and return of such wagons after loading/unloading to Wadala.
- (d)Sorting, marshalling and formation of down trains and desptach of trains via Central and Western Railway.

38. Commercial work:

- 1)Keeping of accounts in connection with the receiving and forwarding of foreign traffic including invoicing and collection of freight charges.
- 2)The negotiations of all claims including court cases and acceptance of liability for claims according to the Indian Railways Conference Regulations.
- 3)Submission of returns and statistics of traffic in accordance with the procedure of rules in force from time to time on the Central and Western Railways and as per rule in existence under the Railway Accounts of the Mumbai Port Trust.

39. Communication:

All the stations are interconnected by network of telephone system forming a part of the MbPT Telephone Exchange. All stations and cabins are telephonically connected with the Control Room.

40. **Office Establishment** :

The work in the Railway Manager's office has been divided into 6 sections viz.

Trains

Commercial (General) Rates

Cash

Claims

Establishment

Stores and Works.

41. **Trains** :

Trains Section deals with operative working viz. movement of consignments infringing standard moving dimensions, issue of ground rent certificates, statistics of loading, unloading, restrictions imposed on stations, areas, districts on Indian Government Railways etc.

42. **Commercial (General) Rates** :

This section deals with collection of freight charges, demurrage, Wharfage, accounting of charges levied at current rates and issue of necessary instructions pertaining to the commercial transactions.

43. Cash :

This section deals with collection of freight earnings on behalf of the Central and Western Railways and remits them to the railways concerned on the following day.

44. Claims :

Claims section deals with matters pertaining to the claims made against this Railway for damages, shortages, pilferages and losses etc. of goods. Under the Indian Railway Conference Association Rules (of which Mumbai Port Trust Railway is a member) the Railway which delivers the goods should settle all claims preferred by consignees for damage, pilferage, loss, etc. of all goods. Before doing it a lot of formalities viz., bonafides of the claims, getting the concurrence of the railways over which the wagons have passed, verification of the amount etc. have to be observed.

45. Establishment :

Establishment Section deals with all staff and Union matters.

46. Stores and Works :

Stores Section looks after supply of uniforms, stationery, consumable stores etc., to stations and office staff. The Works Section deals with matters pertaining to various types of works and special constructions etc.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER III

SECTION 7

SUBJECT : **RULES & REGULATIONS GOVERNING THE WORKING OF THE
MUMBAI PORT TRUST RAILWAY.**

47. All the Rules and Regulations of the Indian Railways__Conference Association in existence as well as those framed from time to time are applicable to this Railway. It is also governed by the Goods Tariffs of the Indian Government Railways so far as the foreign traffic booked from and received on this Railway is concerned. It has also its own Working Orders for various sections of working. Separate Station Rules have been framed for each station. There are Office Orders issued from time to time for managing the Office Establishment and work.

48. Inspection :

The main lines of the Mumbai Port Trust Railway are inspected for the maintenance of its track, signals, cabins, culverts and gates etc., by the Additional Commissioner of Railway Safety of the Ministry of Transport and Communications, Government of Indian Railway Inspectorate.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER III

SECTION 8

SUBJECT : **STATIONS**

49. Stations on the Mumbai Port Trust Railway :

The following are the stations on the Mumbai Port Trust Railway with their code initials :

Wadala (Mb.P.T.W.)

Grain Depot (Mb.P.T.G.)

50. Private, Public and Dock Sidings :

There are three kinds of sidings at stations :

(i) Private Sidings are sidings owned or leased by firms etc., where goods are received from and delivered to such firms and include the buildings, platforms or land served by such sidings.

(ii) Public sidings are sidings belonging to the Port Trust Railway where goods are received from or delivered to the general public and include the buildings, platforms or land served by such sidings.

(iii) Dock sidings in the Docks where import and export goods are received from or delivered to the general public or the Docks Department and include the buildings, platforms or lands served by such sidings.

51. **Rules and Rates to and from Foreign Railways :**

(i) Freight charges on traffic booked to and from Mb.P.T. railway Station will be calculated on the chargeable distances to or from via Wadala Junction.

(ii) The rates for all goods consigned from any station on the Mumbai Port Trust Railway to any Foreign Railway station are the same as from Wadi Bunder for goods to or via the Central Railway and from Carnac Bridge for goods to or via the Western Railway (unless special rates are quoted by either Railway from such station on the Mumbai Port Trust Railway) plus the local charges given in MB.P.T Railway Goods Tariff.

(iii) The rates for all goods from Foreign Railway stations consigned to any station on the Mumbai Port Trust Railway are the same as to Wadi Bunder for goods from or via the Central Railway and to Carnac Bridge for goods from or via the Western Railway (unless special rates are quoted by either railway to such station on the Mumbai Port Trust Railway) plus the local charges given in MB.P.T. Railway's Goods Tariff.

.....50

52. Traffic for which open (Inward Traffic):

In Inward bookings, stations on the Mumbai Port Trust Railway are open for traffic as per details given in the Foreign Rate Circular, Annexure 'C'.

53. Traffic for which open (Outward Traffic):

Wadala (MB.P.T.W.):

Wadala is an interchange point for receipt and despatch of trains.

54. Grain Depot (MB.P.T.G.):

Grain Depot is open for booking to foreign Railways as under:-

- (1) Wagons for goods consigned by private siding holders.
- (2) Iron & Steel materials and heavy lift cargo consigned by any party.
- (3) Foodgrains traffic on account of FCI.
- (4) All import/export traffic in train loads.

55. Cotton Depot:

Cotton Depot siding, Victoria Dock siding are open for traffic served by Grain Depot.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER III

SECTION 9

SUBJECT: **DOCKS**

MUMBAI - THE PREMIER PORT

56. Ports have aptly been described as the nations windows to the outside world. AS the main gateway of International Trade they play a crucial role in the economic development and prosperity of country by facilitating smooth flow of import/export trade.

The Port of Mumbai has the distinction of being the premier port and principle gateway of India. This pre-eminent position has been achieved through continuous endeavour of its management to serve the changing needs of maritime trade. Though traditionally designed to handle cargo, over the years, the port has developed facilities to handle bulk petroleum and lubricants, chemicals containers etc. The port during its long chequered history of over 130 years has been called upon to handle all types of cargo ranging from liquid bulk to dry bulk to hazardous cargo and although not suitably equipped to handle some of these cargos has been handling them successfully. This can be gauged from the fact that it caters to approximately 15 percent of the total sea-borne trade of the country in terms of volume. It is the leading general cargo port handling over one fourth of the country's general cargo traffic, the leading Indian Port for container trade accounting for over 37 per cent of the country's trade in containerized cargo and the main base for the Indian Navy.

57. CONTAINER FACILITIES :

A Container Terminal has been set up at Indira Dock which is provided with two gantry cranes for ship to shore handling of containers and three yard stacking cranes. 516 ground slots are available for temporary stacking of containers prior to their shipment or removal to CFS. Container Freight Stations have been set up at MOD, Timber Pond Wadala in Incenerator Plots and Frere Basin. 136 reefer points at selected berths have been provided for refrigerated cargo containers.

Rail Container Dpeot has been developed at Cotton Depot to facilitate loading/unloading of ICD traffic.

58. STORAGE ACCOMODATION :

Mumbai Port has approx. 7 lakh sq.mt. of open and covered storage accommodation for uncleared, confiscated goods and hazardous cargo. Pre-shipment storage facilities are also available for export cargo at the port.

59. **TELECOMMUNICATION SYSTEM** :

Mb.P.T. has acquired a state of art telecommunication system to keep pace with modern techonological changes. The new telephone is having a principal no. 56565656 with 420 lines for 8 exchanges. The network from Colaba to Wadala has been extended upto Pir Pau for use of oil industries. An additional VHF Link has been established between Jawahar Dweep and the city exchange as a back up communication system. The port has a wireless network consisting of fixed VHF sets and walkie talkie sets serving the communication needs of the various departments. For meeting the needs of document transfer dedicated FAX facilites have been provided at about 13 locations. The Central FAX station operates internal as well as external network.

60. COMPUTERISATION:

Mumbai Port has achieved significant progress in the field of computerization. A full fledged computer center with a super minicomputer supported by adequate number of trained personel has been set up. Just to mention a few, container tracking and control system, cargo handling and accounting system, uncleared cargo clearance system, Estate Billing System etc. have been brought under the ambit of computerization. The Port has provided computerized MIS in various areas of port working. The areas covered are Cargo Traffic Management, Financial Management and Executive Information System. As part of the MIS an 11 KM optical fibre cable has been laid and is connected to various systems. The port operations have been integrated and known as "Integrated Port Operations Systems Software".

61. INSTALLATION OF NICNET AND EDI TERMINAL:

A NICNET terminal has been installed in MB.P.T. providing connectivity to similar terminals in Planning Commission, MOST, IPA, Major Ports and all the district headquarters.

An EDI terminal from VSNL has also been installed to facilitate exchanging of documents electronically among port users.

62. INTERNET:

Mumbai Port has hoisted it's own home page on the internet as site [hp://www.all India.com](http://www.allindia.com). The home page provides details regarding tariffs, services offered, port performance, infrastructural facilities etc.

CHAPTER – IV

ESTABLISHMENT

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER IV

SECTION - 10

STAFF MATTERS

Subject: **OFFICERS AND STAFF**

63. Railway Manager : The Railway Manager is the Head of the Railway Department. Pay Scale Rs.17500-400-22300.

 Dy. Railway Manager : Pay Scale is Rs.13000-350-18250

64. Other Officers:

 There is 1 Assistant Manager (Sr.) Pay Scale Rs.10750-300-16750

 Asstt. Manager (Jr.) : Pay Scale Rs.9100-250-15100 On Roll -2.

65. Staff :

 The rest of the staff is divided into two categories viz. (1) Class III Staff and (2) Class IV staff.

Class III Staff as well as the Class IV staff are again sub divided into the staff attached to the Railway Manager's Office and the staff attached to the line establishment.

The Class III Staff attached to the office comprises of the following categories.

- (I) Office Superintendent
- (II) Cashier
- (III) Assistant Superintendent
- (IV) Senior Assistant
- (V) Junior Assistant
- (VI) T.C.C.C.
- (VII) Junior Clerk
- (VIII) Stenographer Grade I
- (IX) Stenographer Grade II
- (X) Motor Driver (Jr.)
- (XI) Motor Driver (Sr.)

The categories of Class IV staff attached to office are as under:

- (I) Havildar
- (II) Record Attendant
- (III) Naique
- (IV) Peon
- (V) Hamal

The categorywise distribution of all class III staff and their pay scales is given in Annexure 'B' and the category wise distribution of class IV staff and their pay scales is given in Annexure 'B1'.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER IV

SECTION - 11

Subject: **ATTENDANCE OF HOURS OF DUTY.**

66. The staff are required to attend duty punctually.

The Class III staff both of the Railway Manager's Office as well as Line Establishment sign the Attendance Register maintained for this purpose according to the orders issued in this connection.

The attendance of the Class IV staff is recorded by either the Station Master or the Senior Staff in-charge of the Station at a particular time by calling out the muster.

67. Late Attendance:

Late Attendance is not permissible excepting on certain occasions as per orders in force. Frequent habitual late attendance is dealt with by effecting punishment ranging from recording caution to removal from service depending upon the task of such late attendance.

68. Hours of Duty:

Normally each employee on the outdoor establishment is expected to work for 8 hours per day on all working days. The Operating Staff in Class III as well as Class IV categories generally work in 3 shifts according to standard of rosters. The hours of duty of Class III Commercial Staff are from 9 to 18 hours with a lunch recess of 1 hour in between. The timings of the office staff of Railway Manager's Office are from 10 hours to 18 hours for TCCCs, 10 hours to 17 hours with a lunch recess of half an hours from 13.00 to 13.30 hours on all working days for other class III office staff, 9.30 hours to 17.30 hours with a lunch recess of half an hour from 13.00 to 13.30 on all working days for Class IV office staff.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - IV

SECTION - 12

SUBJECT : **APPOINTMENTS AND PROMOTIONS - CLASS III LINE STAFF.**

Various categories of Class III Line Staff establishment together with their scales of pay are shown in Annexure 'B'.

The different channels of promotion are indicated below :

<u>I. OPERATIVE</u>	<u>II. OPERATIVE</u>	<u>III. OPERATIVE</u>	<u>IV. OPERATIVE</u>	<u>V. COMMERCIAL</u>
Station Master	Controller	Cabinman	Trains Examiner	Goods Celrk
Asstt. Station Master	Asstt. Controller -I	Asstt. Cabinman		Asstt. Goods Clerk Sr.
Trains Clerk Sr.	Asstt. Controller -II			Asstt. Goods Jr.
Trains Clerk Jr.	Telephone Clerk I			

Railway Clerk (Yet to be decided)

Candidates to the post of Asstt. Cabinman will be appointed as Asstt. Cabin Trainees and trained in the cabins situated on this Railway. When they acquire the certificate of competency, they will be posted as Asstt. Cabinman in the same scale of pay. According to the seniority, Asstt. Cabinman will be eligible for promotion to the post of cabinman.

The post of Movement Expediter is on selection basis after an examination held from applicants who may be either Telephone Clerks Grade I and below of Trains Clerks and below and Assistant Goods Clerks and below.

The post of Trains Examiner is on the basis of seniority-cum-suitability / selection from among the Asstt. Fitters category and staff of CE/CME's Department.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - IV

SECTION - 13

Subject : APPOINTMENTS & PROMOTIONS - CLASS IV LINE STAFF.

There is a ban on recruitment on baseline posts in Class IV since 1982 as per MOSFT's No. PW/PIT-B/82 dated 24.12.1982 forwarded by M(SOM), Mb.P.T. vide his no.T/RT-TA/93 dated 10.1.1983. The various categories of Class IV Staff are shown under Annexure 'B1'.

The existing channels of promotions of Class IV Line Staff are as under :- (baseline posts)

<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>	<u>GROUP IV</u>
Office Hamals (OHs)	Shunting Porter III	Watchman (WAM)	TXR's staff Cl. IV
Station Hamals	Gateman (GAM)		
Grain Sweepers (G.S.)	Lampman (LPM) Relieving Porter (RPTR)		

The employees in Group 1 will be eligible for promotion to the posts of markers in the grade of Rs.3900-90-4260-100-6860 according to their seniority-cum-suitability in this group.

The Relieving Porters in Group No.II will, according to their seniority, be absorbed against available vacancies in the categories of GAM, LPM & GP. The employees from these 3 categories according to their seniority will be designated as SPR (III) and they will then be eligible for promotion to the post of SPR (II) in the Grade of Rs.3840-80-4320-100-6720 and eventually to the post of SPR (I) in the Grade of Rs.4000-100-4800-115-7330 and ultimately to the posts of Shunters in the Grade of Rs.4300-120-5260-130-8120 subject to their seniority-cum-suitability.

The employees in Group No.III will according to their seniority and suitability be eligible for promotion to the posts of Jamadar Watchman in the grade of Rs.3900-90-4260-100-6860.

The employees in Group No.IV will according to their seniority and suitability be eligible for promotion to the posts of Mazdoor (R) and Mazdoor (S) in the Grade of Rs.3840-80-4320-100-6720 and ultimately to the post of Asstt. Fitter in the Grade of Rs.3900-90-4260-6860.

The relieving porters will continue to relieve all the categories as at present irrespective of the Group IV to which they belong.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - IV

SECTION - 14

Subject: RECRUITMENT

In view of letter No.PW/PIT-B/82 dated 24-12-1982 from the Ministry of Shipping & Transport and conveyed to this Department by M(SOM) vide his No.T/RT-TA/93 dtd. 10/01/83, there is a ban on recruitment except recruitment on compassionate basis.

Recruitment of persons in the Port Trust Administration is made from the following classes of candidates in the order given below:

1. TCCCs(Office): The vacancies are filled in from among the candidates from Class IV categories of all departments directed by the Staff Selection Committee M(SOM) Department.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - IV

SECTION - 15

Subject: STAFF MATTERS

69. Station Paysheets.

The paysheets is pay register on form G.72.F and should be prepared at the station for the staff working particularly at that station. Paysheets are of 2 kinds viz. monthly and supplementary. These should be prepared in duplicate and completed in all respects when submitted except in respect of totals of each paysheet. Monthly paysheets are to be for the complete wage period including overtime and data is required to be submitted to the Railway Manager's Office for computerization of paysheets for monthly & OT wages in a consolidated form. Monthly paysheets includes all kinds of payment viz : difference in increment, LTC, encashment of earned leave, festival advance and arrears payment arising out of increase in wages etc.

Monthly pay sheet should be divided into :-

- (a) Officers Paysheet
- (b) Scheduled permanent Class III Staff,
- (c) Scheduled permanent Class IV Staff.

Each group should be tied separately.

A register to serve as an office copy of the paysheet submitted may be maintained at each station. It must be complete in all respect.

70. **Working sheets to be included in the monthly paysheet**

Preparation of working sheets is necessary for payments due but not included in the Main Paysheets prepared for the month. They may be due to the late drawal of increments, changes in muster as taken for the purpose of the main pay bill, changes in rates of pay due to revision in salary etc. and such other reasons. These working sheets should be prepared with the same degree of alertness and diligence as has to be exercised in preparation of main paysheets.

71. **Scholarship and Reimbursement of Tution Fees**

These payments are included in the monthly paysheet. Before this the list of eligible employees are prepared and audited by F.A. & C.A.O.

When the scholarships awarded to Mb.P.T. employee for giving education to their children on the basis of the merit after passing the 12th standard exam., are discontinued on superannuation of employee or retirement on medical ground or if he dies while in service, the amount already sanctioned by the Port Trust shall be condition applicable to Mb.P.T. scholarship. The applications in prescribed form should be verified and forwarded to the C.W.O. for payment from C.C.F.

Grant of Special financial assistance from the Mb.P.T. C.C.F. to employees suffering from diseases requiring long drawn treatment.

The employees suffering from diseases requiring long drawn treatment are given maintenance grant for a period of 12 months when his all leave is exhausted. If the employee continues to be under treatment and remains on EOL, special financial assistance (for maintenance) from C.C.F. can be granted for further period of 12 months only or till the employee resumes duty or he / she is incapacitated whichever is earlier.

The employee needing such assistance should apply in the prescribed form which will be verified and forwarded to the Chief Welfare Officer for payment from C.C.F. Such assistance is payable only to those employees who have already received from the Mb.P.T. the Maintenance Grant of 12 months.

72. Educational Loan

Soft loan is granted to the employees / ex. employees for giving higher education to their children in certain faculties, generally for a degree course in the faculties of technology, medicine, engineering and post graduate degree / diploma in the Management Studies, Social Science, etc. The amount of loan is decided on merits of each case. The maximum limit is Rs.80,000/- but the repayment of

loan in case of employees starts immediately in suitable monthly installments and in case of ex-employees, repayment of loan starts immediately after the student starts earning. The application for loan alongwith all necessary documents in original is required to be submitted in the prescribed form to the Railway Manager. On verifying the particulars stated therein the same will be forwarded to the Chief Welfare Officer for payment from Mb.P.T. C.C.F.

Payment of conveyance fare to the Port Trust
Employees who send their physically handicapped/
mentally retarded children to school by public
transport.

The employees who send their physically handicapped / mentally retarded children by school bus / public transport etc. for attending school, can apply for conveyance fare from Mb.P.T. C.C.F. enclosing Fee Receipt and certificate to that effect from the school authority. The claim for every quarter alongwith all the required documents should be forwarded to the Chief Welfare Officer, Mb.P.T. for payment from C.C.F.

Reimbursement of traveling expenses to the ex-employees who retired/voluntary retired/incapacitated on medical grounds.

Retired MB.P.T. employees including those retired voluntarily and those incapacitated on Medical grounds can apply for reimbursement of traveling expenses. The travel expenses incurred by them can be reimbursed once in a period of three years (July to June). While traveling by Railway ex-employee shall be entitled to the Class of accommodation which he/she was entitled at the time of superannuation/voluntary retirement/medcial incpacitation. The facility of reimbursement of traveling expenses shall be allowed only to the ex-employees and/ or his/her spouse, if not eligible for the facility from the employer if working and unmarried children taking education and/ or are unemployed.

The claim on the prescribed form duly filled in and complete in all respects alongwith the documents required, received from the ex-employee should be forwarded to the Chief Welfare Officer, only after checking, verifying genuineness and recommending payment. The payment will be made by the staff of the C.C.F. at C.W.O.'s department.

Reimbursement of cost of Spectacles to existing and Ex.employees who retired/voluntary retired/Incapacitated on medical grounds.

Existing and retired Mb.P.T. employees including those retired voluntarily and those incapacitated on Medical grounds can apply for reimbursement of cost of spectacles. The expenses on spectacles incurred by them can be reimbursed not exceeding Rs.500/- in any individual case on the prescription by an ophthalmologist, the Scheme for grant of reimbursement of cost of spectacles for three years w.e.f.3.11.2004. All categories of employees and retired employees are eligible for reimbursement once in 2 years. The facility of reimbursement of expenses on spectacle shall be allowed only to the existing and ex-employees who shall submit the claim within 2 months of the prescription by ophthalmologist.

The claim on the prescribed form dully filled in and complete in all respects alongwith the documents required, received from the existing/ex.employee should be forwarded to the Chief Welfare Officer, only after due verification for favour of payment. The payment will be made by the staff of the C.C.F. at C.W.O.'s department.

Grant of Financial Assistance to the
families of the deceased employee.

The Scheme of grant of financial assistance is intended for the relief of the families of MB.P.T. employees who died in service or who are incapacitated for further service on medical ground.

The application in duplicate in the prescribed form received from incapacitated employee or from the family of the deceased employee should reach within one year from the date of death/incapacitation of the employee.

After verification of all the particulars stated therein the application will be forwarded to the Secretary, Executive Committee of the C.C.F. for grant of Financial Assistance. Financial Assistance from MB.P.T. C.C.F. is on purely ex-gratia basis and will be given in deserving cases in which the family is left in indigent circumstances.

Grant of immediate financial relief to the family
of the deceased employee for funeral expenses
from the MB.P.T.E. (Welfare Fund) Regulation, 1975.

The family of the deceased employee who die while in service, can apply for financial assistance to meet the funeral expenses. On receipt of application, the establishment section should scrutinise the same and obtain Establishment Officer's sanction. The payment of Rs.1000/- should immediately be arranged through the imprest maintained by Stores Section. While seeking recoupment of the imprest on this account, the application received from the deceased employee's family members, the service particulars of the deceased employee and the stamped receipt obtained from the relatives should invariably be forwarded to the F. A. & C. A. O.'s office.

Special Increment under Small Family Norm.

The employee who/or his spouse are below productive age group (i. e. husband below 50 years and wife below 45 years) and having not more than three living children can apply for Special Increment under Small Family Norm under T. R. 235 of 1980. The application on the prescribed form supported by Medical Certificate from the authorised doctor certifying that either employee or his/her spouse has gone under sterilisation operation, should be preferred within three months from the date of sterilisation operation. The rate of special increment will be equal to the amount of next increment due at the time of such grant and will remain fixed during his entire service.

The special increment is payable from the first of the following month in which sterilization operation is done. The application duly audited should be scrutinised and submitted to the Railway Manager for sanction.

73. House Building Advance.

The employees who have completed not less than 5 years service and have been confirmed, can apply for House Building Advance admissible under MB.P.T. Employees Housing Loan Regulation. The application should be made on prescribed form alongwith all the documents required under the Regulation. On receipt of such application, the establishment section will scrutinise them and submit the same for Railway Manager's recommendation, recommending the amount of loan admissible under the Rules.

On obtaining the Railway Manager's recommendation, the application alongwith all the documents in original should be forwarded to the F.A. & C.A.O. Housing Loan Branch for necessary action. The amount of H.B.A. thus granted should be recovered from the employee concerned in the number of installments as advised by the F.A. & C.A.O. (H.L. Branch).

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 16

STAFF MATTERS

Subject : PAYMENT OF STAFF.

74. (a) The R.M.'s office and Station Staff will be paid their monthly salaries through the Electronic Clearing Scheme.

(b) The computerized wage slips are prepared on computers. The original wage slip serves as a Wage Ticket retained by the employee for his information.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER IV

SECTION 17

Subject : PAYMENT OF OVERTIME TO STAFF.

No overtime is paid to any employee. Night Weightages are paid to employees who are working in 3rd Shift. However, if any employee is called on duty during approved holidays, the employee gets compensatory off in addition to half day wages.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 18

Subject : **PROVIDENT FUND ADVANCES.**

75. The employees, desirous of taking loan from Provident Fund for purposes approved under the Rules, made by the Trustees, from time to time, should submit their applications in the prescribed form stating the reasons for the advance in specific terms. On receipt of such applications, the Establishment Section will scrutinise them and submit the papers to the Section Officer for recommending the amount of loan, to the Manager for sanction or approval as laid down under the rules and as admissible. In certain cases, it may be necessary to insist on production of proper and authentic proof from the employee needing advance.

On obtaining the Manager's sanction / approval, the case should be recommended to the F.A. & C.A.O., Mumbai Port Trust, for necessary action. The amount of advance thus granted, should be recovered from the employee concerned in the number of installments as advised by the Railway Manager's Office. Non-refundable Provident Fund Advances are granted for housing, marriages of sons and daughters etc.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 19

Subject : RETIREMENT.

76. Intimations have to be submitted to the F.A. & C.A.O., Mumbai Port Trust, half yearly, to the employees from the Department due to retire within 6 months inclusive of Officers. An intimation should also be issued to the employee 6 months in advance, intimating to him the scheduled date of his retirement / superannuation. All accounts of the employee to be superannuated or retired are to be settled as expeditiously as possible, Pending final settlement of account, Provident Fund Settlement is done on the last working day of the employee if he is not occupying Port Trust Quarters and 90% of the Provident Fund accumulation and 90% of gratuity in case of employees occupying Port Trust Quarters.

Every possible care should be taken to finalise the accounts viz. amounts due to him and recovery due from him and necessary payment should be made or secured before he finally retires from the Port Trust services.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 20

Subject: **SETTLEMENT OF STFF**

77. Settlement certificate on form R.53.F. should be submitted to the Railway Manager's Office, when -

- (a) An employee is discharged from service.
- (b) An employee has resigned from service and
- (c) An employee's death is reported.

The settlement certificate should be submitted on the last date of the employee's service. The settlement certificate should be complete in all respects and should show also the particulars of wages as would be admissible. Any payments due for the earlier periods should be passed by a supplementary paysheet and the same should be sent along with the settlement certificate. Similarly any excess payments passed for earlier periods for which proper sanction is not received from the Railway Manager's Office should be reported under special advice alongwith the settlement certificate. All unclaimed wage tickets should accompany the settlement certificate. No payment should be arranged at the stations after the settlement certificate is sent to The Railway Manager's Office but the employee in whose favour a settlement certificate is submitted should be directed to the Railway Manager's Office with an identification letter to enable him to receive his dues, whenever due to him.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 21

Subject: PREVILEGE TICKET ORDERS (PTOs)

LEAVE TRAVEL CONCESSION AND

MB.P.T. PASS RULES.

78. Privilege Ticket Orders (PTOs)- Repealed

79. LEAVE TRAVEL CONCESSION TO PORT TRUST STAFF

1. For the purpose of Leave Travel Concession the employees drawing basic salary below Rs.5000/- are entitled for IInd Class Sleeper (Ordinary). Those drawing salary Rs.5001/- to Rs.8999/- and above are eligible for Ist class ordinary/AC 3 Tier Sleeper/AC Chair Car having salary of Rs.9000/- to 11,999/- 2nd AC 2 Tier Sleeper/1st Class/AC 3 Tier. Officers are entitled for (8600-10999) for 2nd A/C 2 Tier Sleepers and 1st Class and 11000/- and above AC 1st Class.

2. The concession is admissible to an employee once in a period of two financial years for journeys to his home town and once in a period of four financial years for journeys to any place in India and for retired employees once in a period of 3 financial years.

- (a) Two years block is for home town and four years block for Bharat Darshan.
- (b) An employee, who has his family living away from his place of work may instead of having the concession for his family as well as for himself once in a block of two financial years, avail of the concession for himself alone once every year during each block, for visiting his home town.
- (c) The employee and his family, who is unable to avail of the concession in a block of 2 years or 4 years as the case may be permitted to avail of the concession before the end of the first year of the next block of 2 years or before the end of the first year of the next block of 4 years, as the case may be.
- (d) In the event of the return journey falling in the succeeding financial year, the concession will be counted against the financial year.

3. The concession is admissible in favour of the staff eligible. The family includes:

- | | | |
|--------------------------------|---|---------------|
| 1) Wife or husband |) | |
| 2) Legitimate or step children |) | residing with |
| 3) Parents |) | and wholly |
| 4) Sisters |) | dependent on |
| 5) Minor Brothers |) | the employee. |

4. Home town will mean a permanent place where the employee would normally reside. The declaration regarding home town must be made within 6 months from the date of appointment. It should be supported by reasons such as ownership of a house or immovable property, permanent residence or near relatives, parents, brother etc. No change in the declaration of home town will be allowed except in exceptional circumstances one time in service period.

5. When traveling by railways, employees will be entitled to class of accommodation as admissible under para 1 of section 21 above.

6. When the employee or his family travels by Air or road or by steamer between the 2 places connected by rail, the Leave Travel Concession will be limited to what would have been admissible, had the employee or his family travelled by rail in the authorised class or the actual expenses, whichever is less.

7. When the employee or his family perform journey between two places which are not connected by rail, the Leave Travel Concession will be admissible for that portion of journey covered by Rules in force from time to time.

8. No incidental expenses are admissible for the journeys performed under the Rules.

9. The Leave Travel Concession will be admissible for the journey performed calculated by the shortest route on the through ticket basis.

10. The concession shall be admissible to the employee or their families with references to the facts existing at the time of the outward and return journeys independently for one way journey.

11. The concession is restricted to journeys within India and shall be admissible for journeys between places connected by

rail or partly connected by rail and partly connected by road or by steamer services and not connected by rail.

12. The concession will be admissible for the journeys performed by the employee during regular leave or casual leave irrespective of its duration. This condition does not apply to the journeys performed by the members of the family of the employee.

13. To enable the employee to avail of the travel concession, an advance may be granted if necessary and as admissible under the Rules.

14. The above orders are not complete in all respects. For exhaustive details "Mumbai Port Trust Employees" (Leave Travel Concession) Regulation, 1975 may be referred, whenever necessary.

80. Mb.P.T. Pass Rules : **Repealed.**

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 22

Subject : MEDICAL ATTENDANCE & TREATMENT.

81. Every employee has to register his name and also the names of his family members, who are residing with and are wholly dependent on the employee at any one of the Mb.P.T. Dispensaries for the purpose of medical attendance and treatment.

Facilities of free medical attendance and treatment are available to the staff and the family members dependent on the employee at the dispensary or Port Trust Hospital.

The medical expenses incurred by an employee for the purchase of medicines, injections, vaccines etc. or payment on account of specialists on charges levied by a Hospital are also reimbursed under certain conditions subject to the Regulations in force.

For detailed regulations "Mumbai Port Trust Employees (Medical Attendance and Treatment) Regulations 1976" may be referred whenever necessary.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 23

Subject : NOMINAL ROLL AND VIGILANCE CASES.

82. Nominal Roll :

The Nominal Roll of Officers in the scales of pay reaching Rs.8,600/- and above is to be prepared to indicate the position on the 1st April of every year and sent to the F.A. & C.A.O.'s Department before 7th April of the year. This should be prepared very carefully to ensure correctness as such nominal roll is later on printed as a Publication.

83. Vigilance Cases :

All reports, complaints and anonymous letters etc. received in the Department are forwarded by the Secretary's Department etc. have to be centralized by the Officer nominated by the Railway Manager. According to the instructions given by the Manager in each case, such reports should be investigated into or filed. A statement in cyclostyled form showing the progress and disposal of such cases with regard to the employees of the Railway Department is to be prepared and submitted confidentially to the Secretary's Department once in two months i.e. 1st January and March etc.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 24

Subject : TRAINING OF CABINMAN.

84. (a) Cabinman for the Mumbai Port Trust Railway will be trained in the Wadala Cabins mainly. Their training will be under the supervision of the Station Master, Wadala.

(b) Training will be given in various aspects of cabin working such as manipulation of levers, operation of block instruments and knowledge of the code of bell signals with their significations. They will also be taught the fundamentals of interlocking diagrams, Mb.P.T. block rules, Central Railway rules for train signaling electrical instruments in the absolute block system, General Rules, Central Railway transportation instructions etc. as laid down in the relevant Working Order from this respect. On completion of the training, they will be examined and after having passed the test satisfactorily, would be issued with certificates in the prescribed form.

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - IV

SECTION - 25

Subject : WORKMEN'S COMPENSATION ACT.

85. In accordance with the Workmen's Compensation Act 1923 the staff injured while on duty are eligible for compensation.

A worker is one who is defined as such under the Workmen's Compensation Act.

If and when an employee is injured while on duty the following procedure should be followed:-

- (a) The employee so injured should be immediately sent to the nearest P.T. Dispensary / Port Trust Hospital for treatment.
- (b) Form G.41 should be used by the station in charge for sending the injured employee for treatment.
- (c) If delay is anticipated in filling up the form, he should be sent immediately.

(d) In a serious case of accident, the employee must be sent to the nearest hospital without a memo.

The injured employee must acknowledge in writing that he is aware of the free medical facilities available to him till he is certified fit to resume duty by the Chief Medical Officer, Assistant Chief Medical Officer, MB.P.T. or his claim for compensation is finally settled.

For the attestation as above form G.44.F is to be used.

In case of illiterate staff, the contents of form be read out to him and a remark to that effect by the person so explaining and his thumb impression obtained in token of he having understood the contents.

If an injured employee is not in a fit state to attest the form G.44, a remark to that effect must be made on the form.

In the case of an injured employee admitted to Hospital a senior employee should take the form G.44.F to the Hospital and get it attested as soon as the Hospital authorities permit.

The Medical Aid Form (G.44.F) duly completed must be sent to the Manager's Office alongwith form G.43.F

The M.O., MB.P.T. should use form G.42.B for Medical Report. Such medical report and usual fit certificate should be sent to SM/GC concerned.

An injured employee receiving treatment as an out-patient in city Hospital under instructions of the Medical Officer, MB.P.T. must report to him at regular intervals.

Whenever necessary special accident report on form T.207.F be sent to the Manager's Office alongwith form G.43.F part I thereof to be completed at forwarding station and part II to be completed in the Manager's Office.

In fatal accident cases special accident report must be sent immediately to be followed by a copy of the inquest.

Injured employees desirous of claiming compensation should submit their claim on form G.47.F through the SM/GC concerned. Such an employee should be given all necessary help in preparing claims.

CHAPTER – V

OPERATING

MUMBAI PORT TRUST RAILWAY

DEPARTMENT MANUAL

CHAPTER - V

SECTION - 26

Subject: OPERATIONS

86. The Railway Operations fall into the following broad activities :-

- (a) Shunting, Marshalling, Train Formation and Station to Station movements.
- (b) Loading
- (c) Unloading

87. (a) Shunting, Marshalling, Train Formation and Station to Station movements :-

The following is the brief account of the railway operation falling under this category.

At Wadala :- The Trunk Railway trains are accepted generally in Up Arrival Yard, Wadala. On arrival of the train, it is checked by the Jr. TRC alongwith the Inward Train Way Bill of the Trunk Railway. The discrepancies, if any, are reported as laid down in the working order. The Jr. TRC then prepares a shunting memo according to the destinations to which the loaded wagons are to be sent and according to the requirements of the empty stock. The train is thereafter pulled by

MB.P.T. engine and dispatched to depots. If mixed train is received, then it is cleared according to shunts.

In the downward direction, train loads of loaded and empty stock are received from stations for onward despatch. These loads are accepted in the Down Arrival Yard, Wadala. The Jr. TRC of the Down Arrival Yard, Wadala, checks these load with the Vehicle Guidance received alongwith load and reports discrepancies, if any, as laid down in the Working Order. He then prepares a shunting memo and hand it over to the Down Yard Trains Clerk. The loads, are thereafter, humped and sorted out on different lines in the Down Departure Yard according to the directions and the marshalling orders in force. On completion of a full train, a train notice is sent to the Train Examiner, Central Railway , Wadala for the carriage and wagon examination. The Jr. TRC of the Down Departure Yard, Wadala, prepares a way bill entering the necessary particulars. The train is ordered giving four hours clear notice to the Trunk Railways for arranging the power for clearance. On receipt of completion of examination memo from the Train Examiner, Central Railway, the sick wagon if any are detached and the train kept ready by attaching the brake van for the necessary clearance. On arrival of the foreign power, it is attached on the train without any waste of time and the memo sent to the Train Examiner intimating him to

attend to the necessary creation of vacuum. On getting the required vacuum, the Train Examiner, Central Railway sends the book to the engine driver and the guard of the train whereupon the driver whistles indicating readiness of the train. The line clear is thereafter obtained and the train dispatched after getting it.

At Grain Depot the Yard operation at station is different than at Wadala. At Grain Depot, on arrival of the load either from Wadala or from Sidings, it is checked immediately by the Jr. TRC/RC and the discrepancy if any reported as laid down in the working order. A summary of the particulars of the load is furnished to the senior Supervisory Operating persons for further disposal. The Trains Clerk thereafter places the loaded stock according to the sidings or plots to which it is booked for unloading. The empty stock is placed for loading according to the demands and sanctions given in this respect. The loads are placed for unloading as per Train load or wagon load booking. In down direction the loaded wagons after completion of the loading are collected and formed into suitable loads according to the destinations. All the wagons booked to foreign railways are grouped together and formed into a full load. The vehicle guidance is thereafter prepared by the Jr. TRC/RC and the load dispatched by one of the link engines or Controller's special engine as convenient. The foreign wagons rebooked or transferred or empty stock to go to other Mb.P.T. stations are sent directly to those stations by suitable engines.

88. b) Loading.

The procedure followed as regards loading in the docks stations differs from that of depots.

Docks : The party intending to despatch imported goods to foreign railway stations has to submit a requisition to the Dy. Manager, Hamallage in the requisite form giving the details necessary. The Dy. Manager, Hamallage forwards his requisitions upto 12 hours to the Station Master, Grain Depot. The Station Master scrutinizes these and prepares a summary of the various demands according to the directions laid down keeping in view the operating restrictions and other bans and quotas which may be in force and repeats these through the telephone message to the Controller, Mb.P.T. Railway. The Controller summarizes the demands received from various stations and gives allotment for loading subject to bans and restrictions and quotas laid down from time to time. The Controller similarly collects the stock position of the empty stock on hand and likely availability of stock from the up-released loaded wagons and intends for the shortfall on the Trunk Railway as per orders in force. The Controller thereafter

examines the Stock Reports as obtained from all the stations and orders movement of stock from stations to stations according to the requirements in order of priority of traffic for which allotments have been given. The station on receipt of the stock, places the wagons at various sidings, sheds according to the priority of demands, availability of the stock or as per orders issued by the Controller or the Officer, In-charge. After the completion of the loading, the consignor tenders the Forwarding Note along with the Tally Sheet on the strength of which further action is taken by the Commercial Staff to get the wagon properly labelled, sealed and riveted. The wagon thereafter removed and dealt with further as explained earlier.

At SM Grain Depot - The procedure followed at the station is similar to the procedure explained above except that requisitions for wagons are submitted by the parties directly to the Station Master instead of through the Dy. Manager, Hamallage, as in case of the docks. There is no other major change.

89. (c) Unloading.

The procedure followed as regards unloading in the docks stations differs slightly from that followed at depots.

Docks : On arrival of the inward loaded wagons, they are first checked by the receiving Jr. TRC/ RC. After noting the

discrepancies, if any, and taking suitable action as laid down regarding receiving of such discrepancies, he has to compare the wagons Nos. with the dock requisitions. The parties expecting the wagons carrying cargo for exports have first to obtain a dock requisition from the Dy. Manager, Hamallage, Mumbai Port Trust, asking the Station Master to allow placement of such wagons. If the inward loaded wagons are covered under such dock requisitions, the wagons are placed on nominated line. The wagons thereafter, are unloaded by the consignee/consignor and unloading memo are signed by the respective parties in acknowledgement of the goods received. The unloading Asstt. Goods Clerk have to report discrepancies if any according to the rules laid down.

At SM Grain Depot : Immediately, on arrival of the Inward loaded wagons, they are checked by the Jr. TRC who receives them and seal discrepancies etc. are reported. The bracket labels or other available particulars from the seal cards etc. and the vehicle guidance are then collected by the Assistant Goods Clerk in-charge of Warehouse and the wagons are marked according to the availability of details with him. After the wagons are marked for the various consignees, they are immediately placed at the respective sidings, for unloading as full loads / trainload.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - V

SECTION - 27

SUBJECT : **TRAFFIC TRAIN AND POWER CONTROL**

90. Meaning of Control : The organization set up to supervise and regulate the running of trains and the movement of traffic in the best possible manner within the resources available is called control.

91. Object of Control : Traffic for movement over the railway offering at different stations on the railway is to be moved by trains from station to station. Each Station Master can operate independently of his neighbour to move the traffic and trains in so far as his station is concerned. So far as the movement of traffic from station to station general control of traffic is concerned, it is the control office which has to achieve co ordination in working so as to avoid delays to traffic and congestion in the movement. The Controller in-charge of the Control Room has the overriding powers in the matter of trains.

92. Functions of Control : The operating control consist mainly of (i) Traffic Control.

(ii) Train Control.

(iii) Power Control.

Break down:

(1) Traffic Control : Traffic Control is the general and overriding supervision on the movement of goods traffic. It is exercised by -

- (i) Collection of information from various stations regarding wagon stock, demand for loading and the position of unloading etc.
- (ii) Arranging running and regulation of trains.
- (iii) Securing maximum load for trains.
- (iv) Collection of position regarding different stations.
- (v) Regulating running of trains.
- (vi) Supervising stock control.

(2) Train Control : Train Control is the absolute supervision on movement of trains from station to station so as to avoid delays to trains. It is exercised by -

- (i) By ordering movement of trains from station to station expeditiously and
- (ii) By adjusting and regulating the movement of trains so as to avoid wastage of engine power and obtain maximum utilization.

(3) Power Control : Power Control is the overriding supervision providing for -

- (i) Requisitioning engines from Loco Shed.
- (ii) Ensuring economical use of engines.
- (iii) Ensuring the return of engines to sheds at given timings.
- (iv) Ensuring that light engines kilometreage is kept to the minimum.

93. The main duties and responsibilities of Controllers generally.

The Chief Controller and his Assistant shall be in overall charges of the Control Office. They would be responsible for efficient functioning of the Control Office and for keeping the following information complete in all respects for the necessary references whenever required:-

- (a) Station working rules of all stations.
- (b) Diagrams of the lay outs of all the stations.
- (c) Schedules of engine links for various stations.
- (d) Diagrams of maximum moving dimensions permitted on the various sections of the Railway.

94. Duties of stations towards Controller:-

- (1) The order issued by the Controller must be carried out promptly and without question subject to safe working.
- (2) No station should start a train at its jurisdiction or block the section without the permission of the Controller.
- (3) Every station must report the movement of every train and light engines to the controller.
- (4) Station Masters must advise the Controller of any accidents or undue detentions to trains.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - V

SECTION - 28

SUBJECT : **ENGINE POWER AND LOADS.**

95. A statement of local engine loads and trips for the 24 hours of the day ending at 8 hours is maintained by Wadala station & Controller Details in respect of the allotted station link engines are to be entered in cards and printed forms.

The statement is actually divided into 2 portions. The first portion shows the inward details of the arriving engines such as engine number, time of arrival, station from the load hauled into the station. The second portion shows the details in respect of the outward journey of the engines viz. engine number, time of departure, station to and breakdown of the load hauled away from the station. The total number of wagons hauled into a station and hauled away from the station divided by the number of engine hours and the engine spent at the station gives the average No. of wagons handled per engine hour.

The Station Master Wadala and Controller should check these statements to acquaint themselves with figures of the average number of wagons handled per engine hour.

96. ENGINE LINKS

This Railway utilizes about 5 diesel engines. Each engine leaves shed 3 times a day. The total number of links therefore available is 7 engine links. Each station is allotted a link engine. These link engines work for a duration of 7 hours each and are to be returned to shed 7 hours from the time of departure from shed. Station link engines normally haul wagons meant for the station from Wadala to station and vice versa, i. e. from the stations to Wadala. During the interval these engines perform shunting operations such as the placement and removal of wagons or marshalling of trains at the station.

One engine out of 7 links is allotted every alternate day for working the Engineering Ballast Train. This engine leaves shed at 10-30 hours and is returned to shed at 17-30 hours and are worked between stations or in station yards.

Wadala is allotted for yard working engines per shift. This engine leave shed at 00-30, 8-00 and 16-00 hours respectively. This is utilized in the Marshalling yard at Wadala for shunting of trains.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - V

SECTION - 29

SUBJECT : **WORKING OF THE CONTROL ROOM.**

97. The Controller and the Control Office is the unifying element which combines the working of the various stations and cabins and enables the railway to function in a smooth and co-ordinated manner. The engines are ordered to leave loco sheds according to the links fixed or as required by the Controller to suit particular requirements. To enable smooth working, the Control Room is provided with 2 electronic telephone and one MTNL Telephone with direct line.

The following locations have electronic telephone connectivity.

- (1) Wadala New North Cabin
- (2) Wadala Station Master's office
- (3) Wadala Central Cabin
- (4) Wadala Loco Shed
- (5) Cotton Depot Office
- (6) Station Master's Office, Grain Depot
- (7) Goods Clerk, Victoria Dock's Office
- (8) RCD office I/Dock Brown gate
- (9) Gate No.6, Sewree.

Whenever an engine has to leave the shed, the Controller enters the engine no. in the Engine Cards. Loads or engines leaving Wadala for various stations are all covered by these engines cards. Engine cards also carry the composition of the load which is dispatched in terms of loaded or empty wagons and also types of wagons maintained for return journey of the engine from station to Wadala.

The Controller assists in the working of trains between cabins and stations.

The allotted strength of engines on the Railway is distributed to Grain Depot and docks sidings and the Controller in what are known as link engines. It is the Controller's duty to see that engines leave shed in time and are returned to the shed in time. He will also review the position of loaded wagons at Wadala awaiting despatch to Stations, down loads awaiting despatch to Wadala, before ordering either Wadala or the station concerned to send a light engine or load by a particular link engine. He will also review the position of the Down Arrival Yard, Wadala before starting the down loads from station to Wadala. Similarly, he will make the utmost use of his control engines for the running of empties for supply or for the running of loaded wagons between stations. Controller's permission must be obtained before a Cabinman temporarily leaves his cabin.

98. Introduction of single line working on the double line.

Single line working must not be introduced on any section of the Railway without consulting the Controller who should be told the reasons for such a request.

99. Accident

Should an accident of any kind occur, the Officer in charge of the Station or Cabinman on duty, must advise the Controller immediately making him know the exact nature of accident and what assistance required. The Station Staff will then issue message to all concerned. Upon receipt of such information, the Controller must at once bring the matter to the notice of his Head or Senior Controller and make the necessary arrangements for regulating the traffic. If the accident is of a major nature, the senior most Assistant Controller or Controller on duty should advise the moment the Officers regarding the accident.

100. Station Time

The Officer in charge of the stations and Cabinman must correct their station clocks with the Control Office at 10 hours daily.

101. Indent and supply of wagons, loading/unloading.

The Controller has also to perform additional duties regarding controlling of stock required for loading and disposal of the excess stock available after its release from unloading of wagons.

The stations summarise the indents they receive for the loading of foreign wagons from the various parties and repeat it to Controller at 14 hours every day. The summarization is done according to the various sections and the transshipment points etc. indicated by the Railways from time to time. The Controller after obtaining the indents from all stations, examines them in the light of restrictions in force and quotas allotted to this Railway for various quota points. He, thereafter, makes allotment keeping in view the priorities of various indents. The allotments made by him after getting confirmation of sanction by Sr. DOM, Central Railway, are repeated to the stations. The stations then summarise the demand of wagons in the light of the allotment made by the Controller and convey their requirement actual stock. They also convey to the Controller the availability of the empty stocks for the next days loading. On receiving the information, the Controller examines the requirements of the stock at the different stations under various priorities and adjusts the supply by shifting of the stock from station to station wherever necessary. He also works out the actual short supply or

excess availability of the stock and in case of short supply indents on Central Railway the required number to make up the short supply. In case of excess stock on this Railway, disposal is arranged in consultation with the Operating Officers. The special type of stock is intended according to the demand on Central Railway.

102. Loading and unloading

The Controller has to collect the figures of the loading and unloading done by the stations on the previous day and enter up the information in the respective Forms and Registers maintained for the purpose. In case of inadequate loading or unloading at the station, he has to obtain the necessary reasons for information of the Officers. He has also to ensure that the loading is done according to the allotment given and there is no loading against restrictions etc. If any such cases are observed, he must report them to the Operating Officers at once. The Controller maintains the following important registers amongst many others :

- (i) 10 O'clock Register
- (ii) Daily Loading Register
- (iii) Commodity Register
- (iv) Up Train Register

103. Wagon Balance :

Balance of foreign wagons on this Railway is struck at 0 hours every day for interchange purpose by the Station Master, Wadala. Similar balances of foreign stock as at 0 hours at stations are struck by the stations on this Railway. This information is conveyed to the Controller through message. The stock is divided into various classification such as up loads, down loads, empties and further sub-divided into various types of wagons. The Controller must take the position from the stations after 0 hours and ensure that the total of the summary of wagons given by the stations tallies exactly with the midnight interchange balance struck by the Station Master, Wadala. In case of heavy discrepancy apart from reporting it to the Operating Officers, he must take steps to get it verified from the station where an apparent mistake is observed.

.....108

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - V

SECTION - 30

SUBJECT: SPEED RESTRICTION.

104. RESTRICTION OF SPEED AND LOADS OF GOODS TRAINS ON THE
MUMBAI PORT TRUST RAILWAY

Ordinary speed for shunting movements in yards where there are no level crossings is 5 Kms. per hour.

(a) The following are the maximum speeds sanctioned over the Mumbai Port Trust Railway for trains not fitted with the vaccum brake.

	<u>Kilometers per hour</u>
(b) Between Wadala Junction Cabin and Sewri Koliwada Crossing on the main lines.	10
Between Sewree koliwada Crossing and Mallet Road Crossing on the main lines except for a restriction of 16 Kms. per hour on the curve of Victoria Overbridge cabin.	10 *
In Docks, on Wharfs and over Level Crossings.	5
In depots, Over Level Crossings	5
Wadala South Cabin to Stores Depot.	----
Everywhere else.	10

.....109

* Subject to a maximum of 25 Kilometers per hour if the train is being pushed by the engine.

(c) Care must be taken in approaching Level Crossing Gates. Drivers must be prepared to stop at any, which are not open for trains to pass.

(d) The maximum number of vehicles in terms of four wheelers are as follows:

(1)	To I. Dock West	40 Loaded or Empty
(2)	To C.	80 Loaded or Empty
(3)	To G.	80 Loaded or Empty
(4)	To W.	80 Loaded or Empty

However by special arrangements longer trains may also be sent.

(e) These load limits should not be exceeded except under very special circumstances and only with the permission of the Controller who shall not give his consent before consulting the receiving station. It should be noted that the maximum load B.P.T. Engines can pull is 1200 tonnes, on surface on a straight line.

(f) Loose shunting should be done cautiously and under the Supervision of not less than a Trains Clerk.

(g) Loose Shunting is prohibited across Level Crossings.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - V

SECTION - 31

SUBJECT: **BLOCKING OF LINE**

105. RULES FOR BLOCKING OF LINE AND RESTRICTIONS OF SPEED BY ENGINEERS.

General Rules for Indian Railways govern blocking of the line.

The danger signal referred to in General rule shall be red banner flags by day and red lamps by night.

106. MINOR BLOCKS

A minor block is (a) one of 1 hour and under to any line or (b) two hours and under to any siding or non-running line in yard, the latter being extended to 4 hours and under if the siding is not in use at the time.

Minor blocks may be arranged by the Station Master and Goods Clerk and Permanent Way Inspector in consultation with Controller.

The Station Master will be guided entirely by the traffic. Running trains are not to be delayed. The Work of consignors or consignees is not to be delayed.

Anything beyond the above limits are to be considered major blocks and the prior permission of the Dy. Railway Manager/Asstt. Manager (Operative) has to be obtained before granting such blocks.

107. MAJOR BLOCKS

Major blocks and speed restrictions will be arranged between the Asstt. Ex. Engineer (Railway) and this office and these restrictions will be advised to all concerned.

108. EMERGENT BLOCKS

If the Engineering Department asks for a line to be blocked at once, due to an accident or other emergency, the Station Master must at once block the line and must also at once advise the Controller and Dy. Railway Manager and Asstt. Manager (Operative) personally on the phone.

Lessees to whom rail served plots have been leased must observe the authorised standard dimensions in storing material as under:

"A minimum clearance space of 10' from the center of the track should be kept clear."

In the event of these standards being infringed, the matter must be reported immediately by staff to the Station Master or Permanent Way Inspector who will at once arrange for the line to be blocked until the infringement has been removed without further orders from the Railway Manager.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -V

SECTION - 32

Subject :- ACCIDENTS

109. OCCURENCES TO BE TREATED AS ACCIDENTS

- (a) Any occurrences which does or may affect the safety of the Railway, its engines, rolling stock, permanent way, works, servants or which affects the safety of others or which does or may cause delay to trains or loss to the Railway, is termed as ACCIDENT.
- (b) Usually only occurrences taking place within railway limits are treated as accidents but discretion must be used. For instance, a fire just outside railway limits may seriously threaten the safety of railway property and should be treated as an accident.
- (c) Engine failure of all descriptions are to be treated as accidents.
- (d) Failures of damages to and defects in telephone, block instruments, signal repeaters, interlocking or signaling are also to be treated as accidents.

110. REPORTING BY STATION STAFF TO CONTROLLER

- a. In this Working Order, the Station Master and Asstt. Station Master and Goods clerk means the Senior Operative man on duty.
- b. Every railway staff must report immediately to the nearest Station Master or Goods Clerk any accident that may come to his notice unless he is in a position to know with absolute certainty that the accident has already been reported.
- c. Speed in reporting is everything. Telephones will of course be used, if convenient.
- d. The Station Master, Asstt. Station Master and Goods Clerk on becoming aware of an accident will immediately and verbally telephone what he knows to the Controller and he will then proceed to the site of accident, ascertain full details and then telephone the following particulars :-

Time of accident.

Exact position and number of sidings or points at which accident occurred.

Number of engine and description of train or vehicle.

Nature of accident.

Number of people killed or injured.
Probable detention to traffic.

Damage to permanent way, engines or vehicles, cause of accident.

(e) The following are examples of such messages :-

From Station Master, Grain Depot to Controller

- (1) The wheels of CR wagons no. 16246 empty derailed near VOBC at 8.40 Hrs. and re-railed at same time, cause unknown.
 - (2) Driver of engine no. 54 says cannot work. Returning to shed.
 - (3) Telephone Exchange entirely out of order.
 - (4) Signal No. 8 of N.T.O.B. (Nawab Tank Overbridge) Cabin does not work.
- (f) In cases of failures of block instruments and signal repeaters, the Station Master/Asstt. Station Master or Goods Clerk will, if possible, inform the Battery-man, Overseer or Maintenance Telegraph Inspector, if one of them happens to be at hand.
- (g) In all accidents, the Station Master/Asstt. Station Master or Goods Clerk after sending Controller, the written telephonic report, must keep him informed as to how matters stand to enable him to take action.
- (h) Accidents in which engines are concerned must be reported by Drivers of the yard staff. Drivers must also report all such accidents to the Loco Foreman or Assistant Loco Foreman on duty immediately on return to Shed. In such cases, if no message has been received showing that the accident has been reported to Controller Loco Foreman must phone details as usual to Controller, copy to Station Master/Asstt. Station Master or Goods Clerk concerned. The Station Master/Asstt. Station Master or Goods Clerk will then submit usual accident report.

111. RE-RAILING OF VEHICLES, ETC.

(a) The Loco Foreman will be responsible for :-

- (1) Re-railing all derailed engines and wagons.
- (2) As far as possible, avoid calling for the pilot van to attend derailment after duty hours, which includes Sundays and Holidays, unless absolutely essential.

112. ENGINE FAILURES

When a driver for any reason cannot go on working, he must give the Station Master/Asstt. Station Master or Goods Clerk concerned half an hour's notice, stating the reason. Such notice must be accepted by the Station Master/Asstt. Station Master or Goods Clerk who will report this as an accident. The Station Master/Asstt. Station Master or Goods Clerk will be responsible that the engine leaves his yard within half hour.

113. DAMAGES TO OIL PIPE LINES

- (a) The Oil Pipe Line from Indira Dock east runs alongside the Railway track for most of it's length.
- (b) Any of the railway staff noticing a break or leak on this line must immediately inform the Controller from the nearest telephone instrument.
- (c) He will then report to his Station Master/Asstt. Station Master or Goods Clerk who will confirm the verbal intimation by a message to Controller.

114. REPORTING TO ENGINEERING DEPARTMENT

- (a) The Controller will notify all accidents affecting the permanent way, works or signals and interlocking to the "Asstt. Executive Engineer, Railway". No one else will be addressed but in urgent cases messages may be endorsed, copy to Permanent Way Inspector concerned.
- (b) The above does not apply in cases of accidents in Central Railway Stores Yard as the Central Railway will make their own arrangements. In cases, however, of accidents where Mb.P.T. engines, vehicles or staff are involved while working there, the general procedure of reporting should be followed and action taken. In such cases, Permanent Way Inspector, Sion, Central Railway, should also be advised. A copy of the message should be sent to the District Engineer, Central Railway, Mumbai.

115. REPORTING TO POLICE DEPARTMENT

- (a) Accident of the following nature :-
 - (1) Any accident involving loss of life or serious injury to person or property.

Police Station	Section of the Mb.P.T. Railway
Wadala Police Station	Wadala upto OGPD
Yellow Gate Police Station	All area in the Docks and Railway track between Gamadia Gate and Mallet Road.

Yellow Gate Police station will also deal with all cognizable offences in running trains throughout the Mb.P.T. Railway.

(b) Station initials must not be used but names must be given in full.

(c) The police sometimes hold enquiries into accidents. When they do, the Police Officer conducting the enquiry will go in the first place to the office of the Station Master or Goods Clerk of the area concerned. The Station Master/Asstt. Station Master or Goods Clerk will personally take the Police Officer to the site of the occurrence and will arrange attendance of all witnesses necessary to the enquiry.

116. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES IN DOCKS.

In accordance with section 4 of the Dock Workers (Regulations of Employment) Act, 1948 (9 of 1948), notice of any accident or dangerous occurrence in the dock limits which either.

- (a) Causes loss of life to a railway worker or
- (b) disables a railway worker from work on which he was employed for the rest of the day or shift in which the accident occurred shall forthwith be sent by telegram, telephone, special messenger or written message within four hours of the occurrence to :-
 - (i) The Inspector notified for the purpose by Dock Safety Rules.
 - (ii) The relatives of the railway worker when the accident causes loss of life or is likely to disable the railway worker from work for more than ten days, and
 - (iii) In the case of fatal; accidents only.
- (a) the Officer in charge of the nearest police station only.

In the case of accidents falling under sub-paragraph 1 (b) the injured person shall be given first aid and thereafter immediately conveyed to a hospital or other place of treatment.

Where any accidents causing disablement is notified under sub-paragraph (1) and after notification thereof results in the death of the railway worker, notice in writing of the death shall be sent to the authorities mentioned in that sub-paragraph immediately after the death occurs.

Every notice given under sub-para (1) shall be confirmed within 72 hours of the occurrence by sending a written report under form I prescribed by this Act, Provided that in case of an accident

under clause (b) of sub-para (1), such report need be sent only when the railway worker is disabled from work on which he was employed for more than 48 hours immediately after the accident.

The above orders shall apply only to accident occurring to railway workers when working within dock limits and do not apply when the accident etc., takes place in any portion of the yard outside dock limits.

The above orders also apply to "Dangerous occurrence" as enumerated in sub-para (4) of section 4 of the Dock Workers (Safety, Health and Welfare) Scheme, 1961 (vide No. T.K. 1/General dated 26-2-1962) whether death or disablement is caused or not.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER V

SECTION - 33

SUBJECT : FIRE PRECAUTIONS AND ACTION TO
BE TAKEN WHEN AN OUTBREAK OF FIRE OCCURS

117. GENERAL

When an outbreak of fire occurs, the following points need special attention :

(a) The wagon or goods on fire should be promptly isolated to prevent the fire extending to other vehicles or goods, or premises and other wagons, particularly those containing dangerous or inflammable goods must be moved from the vicinity of the fire.

(b) In case of fire anywhere on the Mb.P.T. Railway whether on station premises, or in wagons, the Controller must be advised at once.

(c) The Controller will inform the Fire Brigade of the occurrence and inform the Operative Officers if the fire is serious or any danger is suspected.

(d) Pending the arrival of the fire Brigade, the Railway staff must use every means in their power to extinguish the fire and minimize loss.

(e) Care must be exercised in seeing that the fire has been completely extinguished to ensure against its revival.

(f) All fire appliances, fire extinguishers etc. supplied to stations must be kept in good order and ready for immediate use.

118. FIRE TO OIL PIPE LINES

(a) When fire occurs on the Oil Pipe Line, the Controller will specially note to bring up the Pumping station to stop pumping.

(b) When necessary traffic to and from stations and shunting will be suspended if any danger from fire is apprehended.

119. FIRE EXTINGUISHERS

(a) This Railway has 16 fire extinguishers on its systems. The have been distributed as under :-

1	...	Wadala New North Cabin
1	...	Wadala Central Cabin
2	...	Wadala SM's Office
1	...	Wadala TXR's Office
1	...	Wadala Class IV staff bogie
2	...	Railway Manager's Office
1	...	I. Dock West Yard Office RCD
1	...	I. Dock CONCOR Office
1	...	V. Dock S.M.'s Office
2	...	Grain Depot Office
1	...	Grain Depot North cabin
1	...	Cotton Depot Office & Platform
1	...	Cotton Depot TXR's Office

(b) It is of utmost importance that all staff understand the use of these extinguishers and the Station Master/Asstt. Station Master will be responsible to see that the instructions are constantly repeated to the staff at muster and a remark passed in the Order Book.

(c) These extinguishers will be tested and maintained by the Engineering Department.

(d) After an extinguisher has been made use of and is empty, a report should at once be submitted to the Asstt. Ex. Engineer, Railway, Mb.P.T., who will arrange to have the extinguisher refilled.

120. NOTICE OF FIRE OUTBREAKS AND DANGEROUS OCCURRENCES IN THE DOCKS

In accordance with Section 4 of the Dock Workers' (Regulation of Employment) Act, 1948 (9 of 1948), notice of any fire outbreak or dangerous occurrence in the dock limits which either :-

:: 123 ::

- (a) Causes loss of life to a railway worker, OR
- (b) disables a railway worker from work on which he was employed for the rest of the day or shift in which the accident occurred, shall forthwith be sent by telegram, telephone, special messenger or written message within four hours of the occurrence to :-
 - (i) The Inspector notified for the purpose by Docks Safety Rules.
 - (ii) The relatives of the Railway Worker when the fire causes loss of life or is likely to disable the railway worker from work for more than ten days and
 - (iii) In the case of fatal accidents only,
 - (a) the Officer in-charge of the nearest Police Station.

In case of fire accidents falling under sub-paragraph 1(1), the injured person shall be given first aid and thereafter immediately conveyed to a hospital or other place of treatment.

Where any fire accidents causing disablement is notified under sub-paragraph (1) and after notification thereof results in the

death of the railway worker disabled, notice in writing of the death shall be sent to the authorities mentioned in that sub-paragraph immediately after the death occurs.

Every notice given under sub-para (1) shall be confirmed within 72 hours of the occurrences by sending a written report under Form I prescribed by this Act provided that in case of an accident under clause (b) of sub-para (1) such report need to be sent only when the railway worker is disabled from work on which he was employed for more than 48 hours immediately after the accident.

The above orders apply only to accidents by fire occurring to railway workers when working within dock limits and do not apply when the fire, etc. takes place in any portion of the yard outside dock limits.

The above orders also apply to "Dangerous Occurrences" as enumerated in sub-para (4) of Section 4 of the Dock Workers' (Safety, Health and Welfare) Scheme, 1961 (vide T.K.1/General dated 26/02/1962) whether death or disablement is caused or not.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -V

SECTION - 34

Subject :- LOADING OF OVERSIZED CONSIGNMENTS ON
THE MUMBAI PORT TRUST RAILWAY.

121. METHOD OF INDENTING WAGONS.

Consignors desiring to load consignments which are oversized must mention the dimensions and the weight of the consignments on the requisition form submitted for the relevant wagon. The same details must also be entered in the Forwarding Note.

Stations on scrutinizing measurements must issue a message to the Manager for permission to load oversize consignments. This message must include the consignor's name, the dimensions of the various packages, weight, destination station and the route via which the consignment has to move. Such messages on being received in the Manager's Office are submitted to the Operative Officer for orders in respect of loading consignments or asking for an acceptance from the relevant railways over which the consignments have to move. The Operative Officer concerned will pass orders subject to the following conditions :-

(a) The Central, Western and other Railways have permitted this Railway to load oversized consignments without prior acceptance subject to certain limitations. If the consignments conform to the limitations laid down, the Operative Officer will permit loading. In the other alternative, he will ask for prior acceptance from the Railways concerned for movement.

(b) Consignments to be loaded to the broad gauge sections of any of the other railways are not permitted to be loaded unless the acceptance from the railways concerned is obtained.

(c) In all cases of loading of oversized consignments to stations of railways prior acceptance to load consignments must be obtained. Permission to load issued by the Operative Officer or on receipt of sanction from the railways concerned is transmitted to the loading station, who will thereafter arrange for the supply of a suitable type of wagon. Loading will be supervised by the Mb.P.T. Railway Train Examiner in the Docks or by the Wagon Foreman or his Assistant at the Depots. These staff will ensure that the consignment is correctly loaded according to the limitations placed by the Foreign Railways in respect of overall dimensions which will have been shown in the acceptance issued by those Railways in the first

place. On Completion of loading, the Train Examiner or HTXR- will measure the overall dimensions of the consignments as loaded in a wagon and submit the same to the loading station. The loading station will transmit these details to the Manager's office. The Manager's Office will in turn transmit these particulars to the foreign railways concerned. The wagon will meet despatch after the transport sanction from the railways concerned has been received.

122. STANDARD MOVING DIMENSIONS

The standard moving dimensions on the Trunk Railways in India are as follows for the various gauges.

BROAD GAUGE :- Length 13716 MM, Width 3200 MM (for 4 wheeler and 3048 MM for bogie) height at center 4115 MM, height at sides 3505 MM.

123. SPECIAL TYPE OF WAGONS

In order to accommodate consignments of various dimensions including out-of-gauge consignments, the railways provide wagons known as special type wagons. Details of these wagons in respect of length, width, etc. are as follows :-

(a) BFUs OR BWL TYPE OF WAGONS.

The wagons otherwise known as crocodile trucks are partially 'U' shape and are lower in the center than at the end. The length of the well of these wagons varies from 22' to 31.8 1/4". The width inside the well varies from 7' to 9'.8' and the carrying capacity from 31 tons to 130 tons.

(b) BFRs

These are flat bogie wagons 45' in length. Their height from rail level is 4' to 4'.6" and the width is from 9' to 10'.

(c) FUs

These are 4 wheeler BFU or BWL type of wagons. Length of the well is 15'.3" and width is 9', height of the floor from rail level is 1'.7 1/4". Carrying capacity, is 19 tonnes.

The above is in addition to BCN, BCNA, BOXN, BOXC and BRN wagons.

124. PACKING AND LASHING

Consignors are expected to provide their own lashing and packing for loading oversized consignments or other consignments in special type of wagons or ordinary open wagons. Packing in the shape of old sleepers may be provided by the Asstt. Executive Engineer, Railway. Consignors have to obtain these sleepers directly from the Permanent Way Inspector after paying cost of the same at the station at which the loading is to be done.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -V

SECTION - 35

Subject :-STENCILLING OF FOREIGN WAGONS

125. All foreign wagons are stenciled according to the route and also with the month, date and hour they are received.

"C.R." = Received via CR at Wadala.

"W.R." = Received via WR at Wadala.

The month etc., will be shown thus :

C.R., 3,15,11.

This means wagons received in 3rd month i.e. March, on 15th day at 11 hours.

Wagon both via Central and Western Railways will be stenciled in white letters.

The information on the wagons will be of great assistance to all concerned in tracing delay to wagons etc. but is specially for the use of Wadala in keeping up Junction Register.

When wagons are received by down trains at Wadala, the Jr.TRC/RC who takes the numbers must enter in the reference column of the guidance, the stenciled particulars on the wagons.

The Junction Register Clerks at Wadala will then have the guidance ready referenced for them. When they see "C.R.3,15,11" they only have to turn to the C.R. Register on the 15th March and the train which came in at 11 and they will find the wagon.

126. AT WADALA

The stenciling will be done at Wadala by the Head Train Examiner, Grain Depot's staff directly when train arrives in the U.A.Y. and before any vehicle is moved away.

The Yard Staff concerned will be severally responsible for not moving vehicles until they are stenciled.

When a down train is made up, the Trains Clerk/RC will inform the HTXR's staff who will obliterate the stenciling with paint. He will immediately bring to the notice of the Station Master/Asstt. Station Master, if he finds a wagon without a stencil mark and will report the same to this office through the Wagon Foreman.

127. UP MILITARY SPECIAL GOODS TRAINS VIA UP ARRIVAL YARD WADALA
 OR WADI BUNDER

The train documents including guidance should be taken over by the Station Master, Wadala, and forwarded on with the train to its destination station.

The foreign line guard should be given a copy of the guidance. Break vans from such special train should be detached at Wadala depot exchange siding as the case may be and returned to foreign lines. Also break vans of other trains detached at Wadala and same is attached to available ready down train.

Copies of guidance's referred to in (15) above should be sent to this office.

....132

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -V

SECTION - 36

Subject :- **STATION DIARY AND STATION MASTER'S ORDER BOOK**

128. **STATION DIARY**

The subject of this book is to enable staff to report anything essential, immediate and necessary to their superiors and who have this proof afterwards that they have done so. In this book, all the staff will enter everything that they have to report to those above them. Normally the Yard position, the number of wagons standing on each line of the yard, any extra shunting which has to be done to a particular wagon, number of hand signal lamps and other stock handed over to the next shift should all be detailed in this book at the time of handing over.

129. **STATION MASTER'S ORDER BOOKS**

Two books are maintained at each station, one for operative and another for commercial. The Operative Book will be kept in the office where the operative staff work and the commercial book in the office where the Goods Staff work. Neither will ever be removed day or night except for the Station Master to enter new order.

All the staff will initial every new order when they come on duty.

The object of this book is to ensure that staff may not be able to say that they did not receive orders and that inspecting officers may be able to see the orders given by Station Master. The upkeep of this book is not to prevent the Station Master from giving verbal orders in addition also where necessary.

The Station Master will inspect and initial all these books at least twice a month and see that the orders are carried out in details.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -V

SECTION - 37

Subject : LEVEL CROSSING AND GATEMAN.

130. The following are the Level Crossing gates manned by gateman.

Sr. No.	Gate	Station
-----	----	-----
1.	Cotton Depot RCD	Grain Depot
2.	Quarters Gate No. 6	Wadala Depot
3.	Gate No. 7, Sewree	Wadala Depot

131. DUTIES AND RESPONSIBILITIES OF GATEMEN

The duties and responsibilities of Gatemen as shown in the General Rules must be strictly observed.

132. BELLMEN (SHUNTING PORTER GR. III)

Bellmen are appointed at certain places to warn people, by the ringing of their bells of the approach of engines or trains.

CHAPTER – VI

COMMERCIAL

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 38

Subject : **BOOKING OF GOODS TRAFFIC**

133. **Booking of Goods Traffic** :

The operations connected with booking of goods traffic consist of :

- (a) Acceptance of indents
- (b) Allotment of wagons
- (c) Examination of goods
- (d) Marking
- (e) Weighing
- (f) Invoicing
- (g) Loading

134. (a) **Acceptance of indents** :

The parties requiring to despatch goods have to indent at the loading station mentioning therein the number of wagons required, type and place where required. The indents must be received by the

Station Master/Goods Clerk before 11 hours for the wagons required the next day. In case of dock stations, such indents are to be submitted through the Dy. Manager, Hamallage who arranges to forward them to the Station Master of Grain Depot or Goods Clerk or the Dock Station concerned. On receipt of the indents, they are to be scrutinized by the Goods Clerks particularly in the light of the operating instructions in force and the various quotas laid down for different points and stations. These are thus summarized and telephonically conveyed to the Controller. The Controller then issues loading sanction according to the overall position keeping in view the necessary restrictions and quotas.

On receipt of the sanction from the Controller, such demands for which the sanction has been obtained are to be entered up in the Indent Register to enable the operating staff to make wagon allotment.

135. Forwarding Notes :

All goods tendered for conveyance by goods train should be accompanied with Forwarding Notes giving the details required therein. the Forwarding Notes should be executed in the prescribed form as required under Section 64 of the Indian Railways Act, 1989. The most important entries in the Forwarding Notes relate to :-

- (i) Defective packing and defective condition of the consignment.
- (ii) Selection of railway risk or owner's risk rate.
- (iii) Selection of route.
- (iv) Selection to send goods in proper wagon.

The Forwarding Notes must be properly scrutinized by the Station Master / Goods Clerk to ensure that the entries in the Forwarding Notes are properly filled in. Any alterations made by the sender should be fully signed by him. The Forwarding Note, when completed, should be pasted on the back of the record foil of the connected invoice. Forwarding Note is a very important document and should be preserved very carefully. It should not be sent away from the Station except when required for production in a court of law or when called for by Accounts, Audit, etc. unless an exact copy of which is made out and certified by the Station Master as correct.

Goods traffic is divided into five groups. For purposes of preferential movement viz. Groups (a), (b), (c), (d) and (e). Groups (a) and (b) are preferential traffic, particulars of which are notified to the Railways and the public from time to time by the Railway Board. Group (e) includes all traffic which does not fall under Groups (a) to (d).

136. (b) Allotment of wagons. :

On the basis of the indents, the Station Master should allot the wagons after obtaining the necessary instructions from the Control keeping in mind the Preferential Traffic Schedule.

The consignors have to pay a demurrage charge for 24 hours in the following cases :

- (i) When the wagon indent is cancelled after physical supply of wagons.
- (ii) When the indent is cancelled after it is once given to Station Master.
- (iii) Demand is also treated as cancelled when the party neither loads the wagon nor cancels it by written memo and does not give a memo to detain it for completion of load on the same day.

137. (c) Examination of goods :

Each package in a consignment tendered for despatch should be carefully examined and the actual commodity and private marks should be compared with that entry in the Forwarding Note.

138. Mis-declaration of goods :

Goods tendered for conveyance should be examined to see that they are properly packed and are not likely to deteriorate or otherwise lose weight or value in transit. Defective packing or the condition of the goods tendered should be brought to the notice of the

consignor who should be required to repack them otherwise it should be ensured that remarks regarding defective packing or the condition of goods are duly given by the consignor in the Forwarding Note.

139. (d) Marking :

For the purpose of identification and with a view to avoid exchange, mis-despatches and disputes as to the wrongful ownership of the packages, no consignment should be accepted for booking, unless it is marked by the sender with the name, initial or private marks. Such names, initials or private marks should also be shown in the Forwarding Note.

Marking of goods by Forwarding Stations.

- (i) Old marks should be entirely removed or obliterated.
- (ii) Goods in full wagon loads and goods not requiring transshipment should be marked upto 10% of the packages and marked packages should be loaded near the door.
- (iii) Every package in a consignment which needs to be transshipped before reaching the destination must be marked.
- (iv) Goods in bulk carried loose in wagon loads such as sands, stones, etc., need not be marked.

140. (e) **Weighing**

The Stations should have correct record of the weights of the consignments offered. These weights can be found so far as the dock stations are concerned, from the shipping documents.

Stations which are unable to check the weights of the consignments should mark each package of the consignment for weighing at the destination passing suitable remarks on the Invoice/Railway Receipt. SWA remarks should be passed in case of loose or bulky articles, weighing of which is not possible. Labels for an en-route weighing should be affixed.

141. (f) **Invoicing**

After the goods have been carefully tallied, examined and the freight having been calculated and entered in the Forwarding Notes, invoices should be prepared. Invoices are machine numbered and are to be prepared by using various books according to 'To-Pay' and 'Paid' traffic and also according to the railways to and via which the traffic is booked.

The invoices should be posted from the Forwarding Notes on which the number and date of the invoices should be recorded.

All columns of the invoices should be properly filled in. The invoice should be numbered by the station staff in manuscript in consecutive series for each destination station irrespective of the traffic commencing with the number 1, from April 1st to October 1st each year.

In order that the number of last invoice issued to a station may be readily ascertained, an index in the prescribed form should be maintained at each station. When the receipt foil of the invoices has been completed, it should be detached and handed over to the consignor to be forwarded to the consignee. Railway Receipts should not be granted for the goods tendered for despatch unless they have been correctly examined, and loaded. Record copies of all invoices should be allowed to remain on the Blocks and should be carefully preserved. All invoice foils should be dispatched to the destination station by post on the day on which they are prepared.

Under no circumstances whatsoever a duplicate receipt/invoice should be issued. Similarly no amended invoice should also be issued. Errors discovered after the despatch of invoice should be rectified in the manner laid down in this regard.

142. (g) Loading

Station can accept only such goods for loading as permissible under the Goods Tariff for that respective station. Goods should be loaded either from general sidings or from the individual sidings.

The loading in the docks is tallied by the Dock's Department while at other stations it is done by the siding holders which is not supervised by the Railway Staff. Before loading is permitted, it should be ensured that correct type of wagon is supplied and that the wagon is 'fit' in all respects for transport of the goods for which it is supplied for loading. Immediately after the completion of the loading, the wagon should be sealed and riveted by the staff concerned. The Bracket Labels and the seal cards of the wagons should be written in a legible manner, to avoid a mis-despatch.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 39

Subject :- **ACCEPTANCE OF TRAFFIC**

143. The Railway is responsible to take the care as a carrier in transporting the goods entrusted to it. It is liable for loss, destruction, damage, deterioration or non-delivery in transit entrusted to it for carriage unless such loss, destruction, etc. is caused by an Act of God and an Act of War or other causes which are beyond the control of the railway as mentioned in Section 93 of the Indian Railways Act, 1989.

144. Acceptance and booking of consignments

(i) Before consignments are accepted for transport, the Station Master, Goods Clerk and Assistant Goods Clerk must ensure that the packing of such consignments is carefully examined and that the packing condition prescribed is complied with by the senders. If there are any deficiencies, they are clearly and legibly recorded in the Forwarding Note.

(ii) The commodities for which packing conditions are compulsory are not accepted unless those conditions are complied

with and a remark to that effect is passed by the sender in the Forwarding Note.

(iii) Legible and proper marking is done on the packages.

145. Tally

The staff in-charge of the loading of the wagons must ensure that a correct type of wagon is supplied for the loading. Whenever the consignor demands a clear receipt and it is possible to take a tally, the packages are physically counted at the time of loading. In case when this is not possible due to the nature of the consignment or according to the existing orders or procedure, a "said to contain" Railway Receipt should be issued.

In the docks, the packages are invariably tallied by the Docks Department and a tally sheet is issued. Such tally sheets should accompany the Forwarding Note. In these cases, a clear Railway Receipt as to the number of packages should be given.

.....145

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 40

Subject : UNLOADING & DELIVERY OF INWARD GOODS

146. Unloading and delivery of inward goods

The operations involved in unloading and delivery of inward goods are :-

- (i) Examination of seals, labels, rivets and locks of loaded wagons.
- (ii) Marking and placement of wagons.
- (iii) Unloading and tally of contents of such wagons.
- (iv) Receipt, check and accountal of inward invoices.
- (v) Delivery of the goods received.

Unless prior permission is obtained from the Railway Manager, Station Master, Grain Depot should not allow any kind of goods to be unloaded at his for which the station is not open for receiving it. The Mb.P.T. Railway Restriction Circulars give details regarding the traffic to which Grain Depot, Mb.P.T. Station is open for acceptance of inward goods traffic.

147. (i) Exmination of seals, labels, rivets and locks of loaded wagons

Immediately on arrival of the wagons, the Junior Trains Clerk / Railway Clerk must check the condition of the seals, labels and rivets and report any discrepancy noticed in this connection. He should also report this to the Goods Clerk to enable him to take the necessary action in the matter.

148. (ii) Marking and placement of wagons

Immediately on arrival of the wagons after checking the condition of the seals and rivets, the wagons should be marked from the data available on wagon documents after connecting them to the respective invoices according to the Warehouse Delivery Book. After connecting the wagon, it should be marked to the siding / plots, etc. of the consignee concerned and the operating staff intimated accordingly. The operating staff should place wagons without any delay at the plots / sidings, etc. of the consignee concerned.

149. (iii) Unloading and Tally of contents of such wagons

On placement of wagon at the proper place to where the wagon is consigned to, the Clerk in-charge of unloading should visit it immediately and note the condition of the seals, etc. He should remove the seals and rivet and deliver the goods to the consignee.

The unloading of the goods is to be done by the consignee themselves. In the docks, the inward wagons are placed only after the receipt of the dock requisitions from the Docks Department. Here the consignees have to first approach the Dy. Docks Manager (Hamallage) and obtain the Dock Requisitions calling for the wagons concerned to be placed inside the docks, where the wagons are to be unloaded. No wagons can be placed in the docks unless they are covered by a proper document.

After the goods unloaded and delivered at, other than dock sidings, the unloading sheet should be prepared separately filling in all the details and obtaining the acknowledgement from the consignee or his authorised agent thereon. The consignment should be carefully examined at the time of unloading for damage, pilferage, deficiency or shortage, etc. This should be reported within the prescribed time to the booking / last sending stations and the railways giving the necessary details thereof.

Consignments which cannot be delivered for want of connecting particulars or consignments which are unclaimed at the stations should be sent back to Central Railway or Western Railway as the case may be, after obtaining orders from the Assistant Manger concerned.

150. (iv) Receipt, check and accountal
of inward invoices

Invoices immediately on receipt at the destination station, should be stamped with station stamp on the reverse, showing the date of receipt. The invoices should then be sorted out according to the forwarding stations separately for each via or inter-gauge and foreign traffic. Invoices so sorted out should be posted separately for each station into Inward Invoice Index Register.

After the posting is done, the invoices should be checked as to the accuracy of the charges and should be accounted for in the Warehouse Delivery Book. When the delivery of goods is to be effected on presentation of Railway Receipt in absence of invoice, a copy of the invoice should be prepared from the Railway Receipt and posted in the Index Register. All under-charges/over charges detected in the course of the check should be entered in the columns provided in the Warehouse Delivery Book.

All invoices received at destination should be copied in full in Warehouse Delivery Books. This should be accounted for in the month of issue as far as possible.

151. (v) Delivery of goods

Before the delivery of goods, it should be seen that all railway dues have been collected. Demurrage charges should be levied if due under the Mb.P.T. Tariff Rules and recovered from the consignees before removal of the goods. All under charges noticed as

a result of the check of invoices, should be recovered from the consignees. In all cases, when the Railway Receipt is not available, delivery can be given only after obtaining an Indemnity Note/cash value of the goods according to the special instructions issued in this connection. The signature of the actual receiver of the goods should invariably be taken on the unloading sheet. Suitable remarks should be made on the unloading sheet as to the condition of the consignment. When goods are deficient/defective, if a consignee desires to pass remarks regarding the actual condition in which the consignment is delivered to him, he should be allowed to do so.

At Rail Container Depot (RCD), delivery of containers to be granted through the Asstt. Docks Manager who will account for them in Export Register before being allowed for removal from Yard.

152. Re-booking of goods.

Re-booking of goods from one station to the other as a matter of course is not allowed. Special orders will have to be obtained from the Assistant Manager (Commercial) for permitting the re-booking of the goods.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 41

Subject : SOURCES OF RAILWAY REVENUE

153. The revenue of the railway is earned from the transport of merchandise traffic and is realized through the agency of stations where the transactions are initially taken to account.

154. The principal heads under which earnings are classified are :-

- (1) Goods; and
- (2) Sundry earnings.

155. Breakdowns

(1) Goods earnings

General merchandise, military traffic,
Miscellaneous goods earnings like demurrage,
storage charges, etc.

(2) Sundry earnings

- (i) Rent earned on railway sidings and plots.
- (j) Sale proceeds of unclaimed and damaged goods etc.

156. The Mumbai Port Trust Railway Goods Tariff contains rules, conditions, rates and fares in force for the carriage of all descriptions of traffic by goods train.

157. The Central and Western Railways Goods and Coaching Tariffs and other publications issued by this and other Trunk Railways are applicable as and when required. In addition to these, the following Tariffs publications are also applicable :

- (i) Indian Railway Conference Association
Goods Tariff.
- (ii) Indian Railway Conference Association
Military Tariff.
- (iii) Indian Railway Conference Association
Red Tariff.
- (iv) Monthly Gazettes of Central and Western
Railways.
- (v) Indian Railway Conference Association
Alphabetical List of Railway Stations.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 42

SUBJECT : RATES AND COLLECTION OF CHARGES

158. The following charges are collected at the Stations :

- (1) Foreign freight charges.
- (2) Mb.P.T. Through freight charges.
- (3) Mb.P.T. Local freight charges.
- (4) Mb.P.T. Re-booking charges.
- (5) Mb.P.T. Infringement charges.
- (6) Mb.P.T. Siding charges.
- (7) Demurrage charges.
- (8) Storage Charges.

159. (1) **Foreign Freight Charges :**

These are the charges which are worked out on any consignment booked to and from Mb.P.T. Railway. These charges are calculated according to the rates given in the Goods Tariff of the railways concerned. They are to be recovered only in case of 'Paid' outward consignment and 'To pay' inward consignment.

160. (2) **Mb.P.T. Through Freight Charges** :

These charges are due on all the foreign wagons handled by Mb.P.T. in inward and outward directions. These charges are collected according to the rates given in the Mb.P.T. Goods Tariff.

161. (3) **Mb.P.T. Local Freight Charges** :

These are haulage charges on goods traffic booked locally from one station to another station or from one siding to another siding on Mumbai Port Trust Railway. These are collected according to rates given in the Mb.P.T. Goods Tariff.

162. (4) **Mb.P.T. Re-booking Charges** :

The foreign inward loaded wagons can be rebooked from the station to another station or from on siding to another siding on Mb.P.T. Railway which is treated as the Goods Booked locally. The charges are collected according to the rates given in the Mb.P.T. Goods Tariff for Mb.P.T. Local Charges.

163. (5) **Mb.P.T. Infringement Charges** :

These charges are collected on bulky articles loaded in wagons exceeding the standard moving dimensions at the rate of Rs.1,000/- per wagon (a four-wheeler, a six wheeler or a bogie).

164. (6) Mb.P.T. Siding Charges :

These charges are collected whenever the wagons are placed in the siding for a particular consignee or against his plot for loading or unloading purposes. These are also collected when the placement has to be made at a specific point. The siding charges are Rs.68/- for a wagon of four-wheelers.

165. (7) Demurrage charges :

Demurrage is the penalty charges for the detention to the wagons. This is collected according to the rates given in the Mb.P.T. Railway Goods Tariff.

166. (8) Storage charges :

Storage charges become due whenever the consignments brought or unloaded on the railway premises are not loaded or not cleared and need temporary transit accommodation in respect of export / import cargo moving by rail.

As a measure of attracting export cargo and to improve use of railway service as also the sheds of the Port Railway, scheme of granting 30 days free storage facility for export cargo brought in by rail, was introduced in 2001. This is reviewed every year.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 43

Subject : **PERIODICAL RETURNS**

167. The Stations are required to submit periodical returns to the Central, Western and Mb.P.T. Railways Accounts Departments as under :-

CENTRAL RAILWAY

	Traffic -----	Nature of Return -----	Periodical or monthly -----	Date of submission -----
i)	Inward	Local	Monthly	21 st of the following month
ii)	Inward	Foreign	Monthly	21 st of the following month
iii)	Outward	Local	Monthly	3 rd of the following month
iv)	Outward	Foreign	Monthly	-- do --
v)		Advance statement of gross earnings and traffic only.	Periodical	12 th , 22 nd and 2 nd .
vi)		Wagon load statement.	Periodical	-- do --
vii)		Goods Balance	Monthly	21 st of the following month.

WESTERN RAILWAY

	Traffic -----	Nature of Return -----	Periodical or monthly -----	Date of submission -----
i)	Inward	Local	Periodical	3 rd , 13 th and 23 rd .
ii)	Outward	Local	Periodical	-- do --
iii)	Outward	Foreign	Monthly	3 rd
iv)	Inward	Foreign	Periodical	13 th , 23 rd and 20 th of the following month.
v)		Approximate Returns	Periodical	1 st , 11 th and 21 st .
vi)		Wagon load statement	Periodical	-- do --
vii)		Principal Commodity Returns	Monthly	15 th
viii)		Goods Balance Sheet	Monthly	22 nd

Note : All Central and Western Railways returns
and balance sheets are to be submitted
through the Railway Manager's Office.

MB.P.T. RAILWAY

- (i) Daily return of loading and unloading (**).
- (ii) Periodical outstanding statement, party-wise.
One balance sheet is prepared and forwarded
on 5th of each month together with :-
 - (1) Demurrage statement.
 - (2) Unclaimed statement.
 - (3) On hand goods statement.
 - (4) Write off charges statement.
 - (5) Military charges statement.

(**) Of foreign and Local wagons to compile annual statement (The figures of
the year are shown in Annexure "D" for reference).

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 44

SUBJECT : INVOICING

168. In order to facilitate the quick and correct levy of freight charges, Station Masters/Goods Clerks with the help of kilometerage calculated on the basis of rate table, prepare Rate Registers showing under each class the calculated rate per quintal for each station to which the traffic is generally booked. These Registers should be kept upto date by carrying out the corrections necessitated by the charges enforced from time to time giving reference to the authority. For certain stations which are not included in the Rate Register, the freight charges due, should be worked out with the help of the tariff. The freight charges due as ascertained, should be shown in the proper column of the Forwarding Note. The method of ascertaining the chargeable rate as laid down in the IRCA Goods Tariff should be strictly observed.

169. Form of Invoice and Railway Receipt

Invoices are machine numbered and issued in books bound in sets of 4 foils. Different columns in this are used for 'To Pay' and 'Paid' Traffic. The invoices contain full details particularly

regarding the number of packages, station from and to, route, the number and type of the wagon used, the name and address of the consignor/consignee, description of the articles, weight, rate per quintal and condition of the consignment, etc.

There are local interchange and foreign interchange to be used according to, whether the destination is on the Railway involving break of gauge transshipment or lying on different railway.

170. Custody of Invoice Books

The Station Master/Goods Clerks are personally responsible for the safe custody of blank books. A proper record should be kept of such books in a separate register. Immediately on receipt of the stock, Register should be checked to ascertain whether all the foils are correct and the numbering is in order. If any discrepancies are noticed, immediate report should be made to the Railway Manager's Office for further action.

171. Preparation of Invoices

Invoices should be posted from the Forwarding Note on which the number and date of the invoices should be recorded. In preparing invoices, particular attention should be paid to the following points:

- (a) entries should be written punctually and legibly
- (b) every invoice should be signed in full by the authorised clerk concerned
- (c) the consignment should be booked either 'Paid' or 'To pay'
- (d) separate invoices should be prepared for general merchandise, military traffic, railway material, coal, etc.
- (e) goods should be accurately described
- (f) column pertaining to class should be filled in
- (g) special conditions should be properly inserted

172. Numbering of Invoices

Goods invoices should be numbered by the Station staff in consecutive series for each destination station irrespective of the description of traffic commencing with (1) on 1st April and 1st October each year where goods can be booked by different routes, a separate series of numbers for the invoice for each station (2) by which route it should be used.

**173. Despatch of invoice foils
to destination stations**

All invoices should be correctly made out and examined before despatch. Invoices for local and intergauge traffic should be dispatched daily by post and transit invoices should normally accompany the consignments.

174. Issue of duplicate receipts

The issue of duplicate receipts is forbidden. Under no circumstances a duplicate receipt be issued. When a Railway Receipt has been lost, misplaced or for any other reason not traceable, the consignee has to take delivery on execution of an Indemnity Note.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VI

SECTION - 45

SUBJECT : COLLECTION AND DISPOSAL OF FREIGHT

175. The freight charges are collected in the following forms :

- (1) Hard Cash
- (2) Mb.P.T. Debit Notes (Deposit Account)
- (3) Cheques/ Bank drafts / Pay Orders
- (4) Civil Credit Notes
- (5) Military Credit Notes
- (6) Mb.P.T. Credit Notes (only for Mb.P.T. Departments)
- (7) Credit Notes-cum-cheques

176. Accounting and disposal

All earnings in the above form are collected during the course of the day and tallied with the 3 Cash Books in which the entries regarding collections are made. The amount so received at the stations is remitted to the Railway Manager's Office through Cash Remittance Note properly sealed in leather bags. The cash is collected by Station Master, Grain Depot in cash bags. Separate entries are made in different cash books and forwarded the same to Cashier, RM's Office provided for 3 different railways and the amount is tallied with the grant total collected.

On receipt of the cash collections in the Railway Manager's Office, necessary further accountal thereof is undertaken by the Cash Section. On completion and verification as to the correctness of the collections so received, the amount in the form of currency notes is deposited in the Mb.P.T. Financial Advisor & Chief Accounts Officer's Cash Office where a strong room with round the clock vigilance by the armed Police is maintained for the safe custody of the earnings of all the departments.

The Grain Depot station, while remitting the cash, give details pertaining to its allocation in the form of Remittance Note which provides the necessary allocating heads. The Remittance Note is prepared at stations and has 4 foils of which 3 are received in the Railway Manager's Office.

The earning is due to the following items :

- (1) Central & Western Railways freight charges
- (2) Central & Western Railways Infringement charges
- (3) Mb.P.T. Through Freight Charges
- (4) Mb.P.T. Local Freight Charges
- (5) Mb.P.T. Siding Charges
- (6) Mb.P.T. Re-booking and Diversion Charges
- (7) Foreign demurrage
- (8) Mb.P.T. Storage and Haulage Charges, etc.

The work pertaining to correct allocations of the share of each railway is carried out at the respective station and the Railway Manager's Office is provided with figures thereof wherefrom a summary is prepared.

On receipt of the collections, a summary of the Central and Western Railways and Mb.P.T. Railway share in the earnings is prepared and a cheque for the amount separately for freight is drawn in favour of Central, Western and Mb.P.T. Railway. Credit Notes and Credit Notes-cum-cheques are merely sent to the Railways concerned under a summary thereof. On settling the claims of the parties on behalf of the Central and Western Railways, the amount pertaining to their share is deducted from their earnings in cash and the amount of their earnings is paid to the Railways by cheque. This Railway maintains two accounts with the State Bank of India, one is known as Current Account and the other is known as Deposit Account.

177. All amounts, inclusive of Claims Imprest, by way of cheque / drafts or in cash received directly in Cash Section are first taken to General Suspense Account. A Register for this purpose is maintained in the office. The amounts so received are first banked in the Current Account and on knowing the proper allocation, the necessary adjustments inclusive of the payment to the Railways concerned are made.

178. A Cash Book maintained reflects the correct position of the different transactions as well as the position of the different accounts run by this Department.

CHAPTER – VII

CLAIMS

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VII

SECTION - 46

Subject : **CLAIMS (GENERAL)**

179. The Railway Administration is responsible for the safe custody and transport of the goods given in its charge. The liability of the Railway will be that of a common carrier. Broadly speaking, a common carrier is an insurer of the goods which he contracts to carry and is liable for the loss or usually to those goods while they are in course of transit unless such loss or injury is caused by an act of God or by the enemies of state or as a consequence of inherent vice of the public or article carried or is attributable to the consignor's own fault. Further, where the carriage is at owner's risk rates or goods are not adequately packed, the liability of the common carrier is less and is based generally on whether or not there has been negligence or misconduct on his part and on the part of his servants.

With a view to eliminating or minimizing the incidence of claims for damages, shortages, deficiencies, etc., it must be ensured that formalities as laid down are complied with. Similarly, immediate action should be taken to carry out the instructions laid down for fixing inter-railway liability in order to absolve this Railway from payment of claims for damages / deficiencies / shortages which did not occur on this Railway.

180. The following is the action to be taken by the stations :

- (i) Junctions (Wadala, Mb.P.T. Rly.) must only accept foreign wagons from foreign railways which are either labelled or guided to a station on this Railway or to "Mumbai", "Mumbai Port", "Sewree".
- (ii) Whenever wagons guided to "Mumbai", "Mumbai Port", etc. without clear indications of the station on Mb.P.T. Railway are received, they should be dispatched to any of the stations by referring to the consignee mentioned on the wagon documents.
- (iii) If any of the wagons are received guidance to foreign railway stations, they must be returned to the foreign railways with proper remark in the guidance from Wadala itself.

181. Unclaimed wagons :

Inward foreign loaded wagons received at a station and guided or labeled to such station for which invoices have been received but which are not claimed are to be treated as unclaimed wagons.

182. Actions to be taken :

- (a) If any of such wagon arrives at a station and has been connected, arrival notice should be served on the consignee and his acknowledgement obtained.
- (b) If the consignee still does not take delivery, the wagon should be unloaded the next day after its arrival without waiting for orders from the office. The gang for unloading to be obtained from Docks Department.

- (c) If a wagon contains a consignment liable to damage or pilferage or a commodity which cannot be unloaded at the station where it is received, it must be transferred to Grain Depot.
- (d) After unloading of such wagon, necessary report should be submitted immediately. All the unclaimed wagons must be carefully checked and any damage or shortage noticed should be reported as laid down.
- (e) In cases of unclaimed wagons, the station should issue a wire to the booking station, copy to the Divisional Railway Manager concerned and the Railway Manager's office asking the booking station to serve the sender with a notice in accordance with the Indian Railways Act, 1989 and also requesting the station to furnish the full name and address of the consignor and consignee, if known.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VII

SECTION - 47

Subject : **Procedure regarding disposal of claims.**

The claims are mainly divided into Claims Up and Claims Down.

183. Claims Up :

A case is opened on a reference from the party complaining about shortage, breakage, damage, etc. to the goods booked in his favour. On receipt of such claim, a Discrepancy Report is called for from the station concerned on form R.136.F to enable this office to fix liability of the Railways concerned in terms of **Conference Rules 314(i) & 314(2)(i)**. Before reporting the case to the Railways concerned, certification of seals under **Conference Rule 314(3)(5)** is necessary in all cases except damage by wet and where shortage of an entire package or packages is against an invoice and the packages are received correct as per wagon documents.

Where the consignments are rebooked on this Railway or diverted, discrepancy report is called from the station where delivery is effected and a copy of invoice is called from the original booked destination station.

It must be ensured that a copy of invoice alongwith monetary claim from the party is notified to the Railways concerned within 12 months from the date of booking failing which claim against foreign railway becomes time-barred.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VII

SECTION - 48

Subject : REPORTING OF CASES

184. All cases of damage by wet, breakage, pilferage wherein no break of gauge is involved, are reported to all the Railways on the booked route irrespective of the fact whether or not the wagon is received with booking station seals intact. This is done in view of the replies that we sometimes receive from the intermediate Railways, to the effect that such and such a wagon was merely resealed at a particular station without its contents having been checked. Such replies if and when received are passed on to the other Railway or Railways concerned, who are pressed to accept liability on distance basis as per Conference Rule 314(5).

The discrepancy such as shortage of an entire package or packages against wagon documents or damages by oil etc., the case is reported to the Railways with whose station's seals the wagon is received at destination and in such cases normally, entire liability has to be accepted by the Railway Administration with whose station seals the wagon is received at the destination according to Conference Rule 314(3) (1).

The working agreement with the Central And Western Railway lays down that the wagons received with deficient seals from those

Railways are resealed at Up Arrival Yard in the presence of the Central **and / or** Western Railway guards obtaining their signature against the relevant entry in the evidence and the necessary messages are issued to the Central and Western Railway as the case may be. Before certifying such seals in these cases it must be ensured that the wagons are resealed in Up Arrival Yard at Wadala and the message to that effect is issued by the Station Master, Wadala, to the Railways concerned. While reporting a case of damage, deficiency, even to the goods to the Central or Western Railway, a copy of this message is required to be sent.

.....169

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER -VII

SECTION - 49

Subject : SETTLEMENT

185. **After** the foreign Railway's liability is fixed strictly according to Conference Rule 314 (1) and 314 (2) (1), if no specific instructions are received from them regarding the disposal of the claim within the stipulated period mentioned in Conference Rule 314 (2) (2), this Railway might proceed with disposal of the claim on merits. The booking condition is one of the major factors to be taken into consideration for determining merits of the claims. [There are remarks on the Forwarding Note which are reproduced by the station on the Discrepancy Report Form. The facts whether the consignment is charged at owner's risk or Railway Risk, whether there are any protective remarks in the Forwarding Note, etc. are given in the D.R. Form. It may incidentally be mentioned here that with the exception of a very few commodities all other commodities are charged at Railway Risk rate]. If it is found that the claim is one for settlement it might be settled from Central Railway's earnings or Western Railways earnings.

This is done because we are in a position to debit those Railways their proportionate share of the claim from their earnings which we collect at our station. In the cases where Railways other than Central and Western are involved, we settle claims from a fund raised from Central Railway earnings based upon Tripartite Agreement.

186. **While** settling claims, the following documents are required to be examined :-

(1) **Railway Receipt :**

The Railway Receipt should be examined with a view to ascertain whether the consignment was booked at Owner's risk or Railway's risk, and whether there are any protective F/Note remarks. If the consignment is booked at owner's risk, the liability of Railway is that of a bailee and it will be up to the claimant to prove the negligence or misconduct on the part of the Railway Administration.

(2) **D.D.P.C. or D.D. Message :**

The D.D.P.C. should be issued on the same day the consignment is unloaded in accordance with C.R.313 It is issued only in respect of all discrepancies other than shortage of entire package. It is required to be issued to the booking station or if the contents have been transshipped or checked en-route, to the station with whose seals the wagon was received.

The D.D. Message is required to be issued within 6 hours of the opening of the wagon. It is issued only in respect of shortage of entire packages noticed from a particular wagon.

Incidentally, in cases of damages, slackages, leakage from drums, the position of the deficient bags, drum etc. should be indicated in the D.D.P.C. The fact whether the packing condition was complied with or not and other necessary information should also be incorporated.

(3) The U.D.M. :

The U.D.M. should be examined with a view to ascertain whether a consignment was delivered on qualified remarks passed by the Consignee. If the consignment has been delivered on clear receipt, the claim is one for repudiation.

(4) The Notices of claims fixing the Railway's liability :

The liability of Railways is required to be fixed within 12 months from the date of booking, sending notice under R.A.D. with a copy of invoice. If the claim is not notified within 12 months from the date of booking sending a copy of invoice, the claim becomes time-barred and the liability will be declined by the Trunk Railway. An exception is, however, made when a party issues a notice under **Section 80** of the **Civil Procedure Coder** within 12 months from the date of booking and this notice has been issued also on the Railway Administration. The logic behind this is that an intimation has been given to the Railway Authority, over which the consignment has traversed that a certain discrepancy was noticed from a certain wagon booked under a certain invoice and that the party has preferred a claim.

In cases where the original booking station is on a Railway other than the Central or the Western Railway, but that

Railway has proved its non-liability in respect of the claim by proving the delivery of the entire consignment in good condition to the Central or Western Railway as the case may be, such cases are then treated as if they were cases of bookings originating from the Central or Western Railway.

.....173

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 50

Subject : Packing Condition.

187. Packing conditions are prescribed for certain commodities under the Goods Tariff. If such consignments are not packed as required, the Railway Administration will not be responsible for the damage, deficiency, etc. to such consignments arising out of the causes of non-compliance of the packing condition.

When packing condition is spoken of, there are two types of packing condition which are required to be seen.

(1) Compulsory packing condition

OR

Special packing condition

and

(2) Packing conditions which are not compulsory

(1) Compulsory packing conditions or special packing conditions in respect of compulsory packing condition, a consignment should not be accepted for despatch unless the same is complied with. If the consignor is, however, not in a position to comply with the packing conditions, suitable remarks should be passed on the forwarding note and copied out on the Railway Receipt about its non-compliance. In such cases, the Railway Administration will not be responsible for slackages, leakages, etc. noticed. Non-compliance of packing condition is however, not protective in respect of damages by wet.

(2) There are certain packing conditions which are not compulsory. Here the Consignor cannot be insisted upon to provide the packing conditions. The procedure to deal with cases in which discrepancies have been noticed due to non-compliance of packing conditions is the same as in the preceding sub-para 1.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 51

Subject : **Reporting of shortages and damages in up consignments.**

188. The reporting of shortages and damages etc. is a very important matter unless Conference Regulations are strictly complied with, foreign railways would not accept liability and this Railway will be liable to pay the claims. The following instructions must be carefully carried out :-

- i] Shortages of complete packages.
- ii] Packages with incorrect private or railway marks.
- iii] Number of packages not shown on either bracket or seal labels or wagon without labels.
- iv] Packages loose, cut, slack, resewn or in any way defective or tampered with.
- v] Damage i.e. by wet or oil or packages stained with coal, dust, etc.
- vi] Packages without Railway Marks.

189. Action to be taken :-

- (a) If the unloading Clerk notices any of the irregularities referred to above, he must first of all keep the wagon documents, summary and extract invoices in safe custody.
- (b) He will send for SM / GC to check irregularities and take proper action in reporting the cases correctly.

- (c) Station Master / Goods Clerk must wire regarding irregularities nos. (i) to (iv) and (vii) by wire and report by post card regarding irregularities no. (v) and (vi).
- (d) When packages are found loose, slack, cut, etc. or in any way defective or tampered with, the defective packages should be carefully reweighed against an equal number of good packages and the result recorded and reported in the post card.
- (e) A full report on form R 136/F must be submitted to the Railway Manager's office when called for alongwith seal cards, copy of invoice, etc. In cases of partial shortages or damages, the Assessment Form must accompany the Discrepancy Report. Detailed instructions regarding the issue of wires, post card maintenance of register are given in Working Orders.

190. Up foreign wagons found with defective seals or load lines on arrival at Junctions (Wadala) :-

- i] The seals and load-lines of all incoming wagons must be checked by the Jr. TRCs/RC. They will be on seal cards and that seal cards bear the correct numbers and the seals bear clear impression of the despatching station. They will also be responsible for seeing that all load-lines are intact.
- ii] The Jr. TRC/RC's should check the trains on their arrival from both the sides to ensure that no seal or load-line deficiency escapes from their notice.
- iii] They must obtain the signatures of the guards against deficiencies reported.

- iv] On completion of the train checking, they should report the deficiencies by wire.
- v] They should also report the cases where panels are torn or cut according to the orders laid down.
- vi] Jr. Trains Clerk/RC should also report whether the bracket labels were there at the time, wagon was taken over from the Trunk Railway. Guard's signature should also be obtained on the vehicle guidance and necessary message issued to all concerned.
- vii] The Jr. Trains clerk/RC at the receiving station also should report similarly unless this has already been done by the Junction station.
- viii] The stations must maintain a register of all unconnected, unclaimed and excess goods.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 52

Subject : **Assessment of damages and partial shortages.**

191. 1] All damages and partial shortages will be assessed within 24 hours of unloading.
- 2] The Unloading Clerk will report shortages and damages immediately to his Station Master / Goods Clerk and will have the defective packages separated from the others.
- 3] The assessment will be made jointly by the representative of the consignee and this Railway.
- 4] The damage to the consignment should be properly worked out in terms of the loss and the value of compensation claim should be cited in the Assessment Memo.
- 5] **Powers of assessment are as under :-**
- i] SMs/GCs/CI are empowered to assess damages without prejudice, without reference to the Railway Manager's office upto a value of Rs.800/- only.
- ii] Assistant Manager will assess anything above the foregoing limits.
- iii] If the Assessors cannot agree, orders of the Assistant Manager must be obtained on phone who should appoint Professional Surveyors or anyone else as suitable for the purpose.
- iv] Should the consignee desire to have his goods surveyed for the information of the insurance company, it should be effected by the consignee signing a certificate as laid down.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 53

**Subject : Reporting of damages by wet and
excess and exchanges.**

192. Damage by wet etc. :

When consignments damaged by wet are received on this Railway, details regarding the position of such goods in wagon should be given in the discrepancy report form. In cases of leaky wagons, the Train Examiner, Mb.P.T. should be asked to inspect the wagons and give the necessary certificate. Irregularities regarding condition of the wagons loading or shifting should not be given in the D.D. wires or post cards issued.

Rebooking of excess and exchanges in packages found in excess or exchanged must be reported by wire to the booking station and last transshipping station immediately they are discovered. A copy of that report should be sent to Railway Manager's office.

When Grain Depot receive from a booking station advising despatch of an insured consignment, they must repeat such wires to the Railway Manager's office. The Station Master / Goods Clerk must personally check the seals on arrival of such wagons at the station and sign a joint certificate regarding seals, cards, etc.

If any package appears to be tampered with, it must be carefully opened and deficiency reported in accordance with the orders laid down.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 54

Subject : Claims Down

193. **A case** in this category is registered on receipt of reference from a foreign Railway complaining the non-receipt of a consignment or of shortage, damage, breakage, etc. It is obligatory on the foreign Railways to notify a claim sending the copy of invoice within 12 months from the date of booking. At times, claims are notified first without copy of invoice. However, that notice must be completed by them sending a copy of the invoice within 12 months from the date of booking failing which their claims against this Railway become time-barred. Notice of claim without copy of invoice sent in time is inoperative.

194. **On** receipt of a reference from the foreign Railway complaining about the non-receipt of the consignment, the stations are asked to furnish the despatch particulars, and prove delivery to the adjoining Railway. The reporting Railway is asked to fix this Railway's liability strictly according to **Conference Rules**.

195. **When** references complaining partial shortage, damage, breakage, etc., are received, the merits of the case are seen and either the kilometric liability is accepted or the claim is repudiated as the case may be. While accepting the liability in any such case, this Railway has to ensure that all the Conference Rules have been strictly complied with by them. It must always be seen whether Discrepancy message, discrepancy post card, etc., are issued in time or not. It should be ensured whether the position of the damaged bags

in the wagon in case of damage of bags and slack bags in case of partial shortage has been given in the D.D. Advice or not. Thus, if all the details required by the Conference Rules are complied with in time, the liability can be accepted on entire or on distance basis as the case may be subject to the other merits of the case.

196. Responsibility of the Mb.P.T. Railway for shortages, slackage, damage, etc., arising to foodgrains loaded in open wagons by Food Corporation of India.

There is an express agreement with the Railway that the Mb.P.T. Administration will be exempted from accepting any liability arising out of whatever cause for the loss, damage, etc., to goods by reason of their having been loaded in open wagons.

197. Compensation claim bills :

On receipt of compensation claim bills from the foreign Railways, Mb.P.T. Railway's proportion is checked and the debit raised by the Railway is accepted provided the bills are submitted by foreign Railways within 6 months from the date of acceptance of liability by us or payment of the claim by them whichever occurs late as required by **Conference Rule 314-6(3)**. If it is observed that certain debits are not raised within the stipulated period as stated above, they are deleted from the compensation claim bills passing appropriate remarks against items concerned. After the bills are returned by us to the traffic department of the Railways concerned, they are sent back to us by the Accounts Department of the creditor Railway for arranging payment. Such bills are passed on to the F.A. & C.A.O. for arranging payment if the aggregate amount exceeds Rs.300/- Payment of bills upto Rs.300/- only is arranged by the Cashier of this office as our claim imprest is for a sum of Rs.1,000/- only.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 55

Subject : Assessment of Consignments.

198. Consignments unloaded from wagons on the Mb.P.T. Railway are required to be assessed if the goods are damaged. Assessment is always done without prejudice to the Railway's right to entertain the claim or otherwise and the same assessment of the consignment does not entitle the party to any monetary claim from the Railway. The assessment is done by the Station Master/Goods Clerk or CI, or the Assistant Manager (Claims), as the case may be depending upon the approximate value of the goods damaged. Station Master and Goods Clerks/CI are authorised to assess damage upto Rs.800/- for an individual consignment. Assessments of damage beyond this limit are to be done by the Assistant Manager (Claims). Whenever the consignee and the Railway representative agree on the assessment, then there is no dispute. However, if there is a disagreement between the assessment made by Railway and that of the consignee, the matter is to be put up for joint survey. Joint survey is undertaken by professional surveyors on behalf of the Mb.P.T. as well as the consignee.

Survey being incidental to delivery of goods in dispute, the Survey fees are borne by the delivering Railway.

199. Claims debitable to Mb.P.T. Railway :

Vide Trustees Resolution No.262 of 1975, claims debitable to the Mb.P.T. Railway to the extent of Rs,300/- can be disposed of by the Railway Manager. Claims exceeding Rs.300/- but not exceeding

Rs.5,000/- in an individual case require Dy. Chairman's sanction, above Rs.5,000/- and not exceeding Rs.10,000/-, Chairman's sanction. In all other cases where liability of Mb.P.T. Railway exceeds Rs.10,000/- prior sanction from the Trustees is essential. All such proposals to the Board are to be routed to the Secretary through the F.A. & C.A.O. The Assistant Manager (Claims), is authorised to sign Cash Orders debitabale to the Mb.P.T. Railway upto Rs.25/- only. All cash orders above Rs.25/- debitabale to the Mb.P.T. Railway are to be signed by the Railway Manager. The Assistant Manager (Claims), can, however, sign Cash Orders for payment of any amount debitabale to the foreign Railways.

200. Liability of the Railway for compensation claims arising out of misdespatch of consignments.

According to misdespatch convention, the Railway which is initially responsible for the misdespatch, of consignments has to accept 2/3rd liability of the claim, if that Railway has not made prompt efforts to connect the consignments to the proper invoice. If, therefore, it can be proved that the Railway to which the consignment has been misdespatched has taken all the possible due care in getting the consignment connected promptly, it can refuse the 1/3rd liability of the claim to which this Railway could have been normally liable according to the misdespatch convention.

The Railway misdespatching the consignment is free from liability provided it proved that the misdespatch was due to operational reasons.

If the Railway to which the consignment has been misdespatched failed to take proper steps to connect the consignment and send it by the proper route via which the consignment was booked then the Railways over which the consignment has further been misdespatched will have to fix liability for 1/3 rd of the claim paid together with the Railway to which the consignment has been misdespatched.

201. Court Cases :

Quite a number of law suits are filed by parties either in the up country courts or Railway Claims Tribunal in Mumbai in respect of the down and up traffic, respectively.

Before a party files a suit, a notice under Section 80 of Civil Procedure Code should be served on either the booking Railway or the intermediate Railway / Railways or the destination Railway. Two months after issue of this notice, the party can file a suit.

This Railway is made the defendant when either the Manager, Mumbai Port Trust Railway or Trustees for the Port of Mumbai, owning and representing the Mb.P.T. Railway have been named as defendant. When the suit is filed as Manager of the Mb.P.T. Railway as defendant, the Vakalatnama is signed by any one of the officers of this Railway appointed as Attorneys by the Mb.P.T. Suits are at times filed in the name of the Chairman, Mumbai Port Trust, in which case the Vakalatnama is required to be signed by him. When the suits are filed in the

up-country courts depending upon the merits of the case, the Railways concerned are instructed to either compromise or defend the suits on behalf of this Administration. Suits filed in the High Courts are conducted by the Chief Law Officer & Advocate through the Trustees' Solicitors. When suits are filed in up-country courts in respect of Mb.P.T. Railway's up and / or down traffic and it is found that this Railway's liability rests on distance basis, it signifies according to the Railways while forwarding to them the Vakalatnama and the usual statement of defence and ask that Railway to dispose off the suit as they deem fit. Very often this Railway receives a Court Summons as one of the defendants on behalf of the Union of India. Such Summonses are returned to the Courts according to Chief Law Officer & Advocate's instructions and a letter is issued to the Court sending Vakalatnama to the Railway defending our suit in the prescribed form.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 56

SUBJECT : LINKING

202. Linking cases are in respect of wagons received on the Mb.P.T. Railway and for which no invoices are received and no Railway Receipts are presented and which are not labeled to any consignee in the absence of Railway Receipt or invoices and cannot be connected.

203. On receipt of such wagons at the stations, the station should try to find out from the Index Warehouse Delivery Book. Wires are issued to all the stations enroute on the booking Railway including the booking station asking for the invoice particulars, name of the consignee and so on with a view to connect the wagon. If no replies are forthcoming from the Trunk Railways, every 4 days a reminder is sent. Normally this information is awaited for 10 to 15 days. Thereafter the wagon is ordered to be unloaded. In so far as special type stock like BFRs is concerned, normally it is unloaded within 2 days. When particulars such as invoice number, date, booking station, name of the consignee, etc. are shown on the wagon documents, the station at which such wagon is received is asked to prepare a memo invoice and take it into account and submit an Unclaimed Report (UC Report) after unloading the consignment. All consignments requiring covered accommodation are unloaded at Mb.P.T. Grain Depot. All iron and steel consignments are unloaded at Grain Depot.

After the wagons are unloaded at the station, station at which the wagons are unloaded submit W.I. Report (Report of unconnected wagons). The case after this, is transferred from CUU to CUW and is reported to the Railway or Railways concerned by a letter addressed to all stations concerned including the junction station enroute with a view to get the full booking particulars of the wagons. On receipt of the necessary particulars from the Railways concerned the consignments are connected and delivered to the party for assessment of damage, if necessary.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 57

SUBJECT : DISCREPANCY ADVICE.

204. Down Discrepancy Advice :

All the stations on this Railway have got standing instructions to issue D. D. Wires or D.D. Post Cards at the time of unloading underload wagons when discrepancies are noticed. In respect of wagonload consignments such as iron bars, etc., stations should report the number of packages unloaded. The stations have to report the cases of complete shortages within 6 hours from the time of unloading the wagons. At times when stations are asked to open an underload wagon with a view to find out the summary or some such information as may help to connect the consignment to the proper invoice. Except under orders from Railway Manager's office, the station concerned is not empowered to open the wagon in such circumstances. Wagon thus opened are immediately resealed by the station. If after opening the wagon, it is found that it is booked to some station on the foreign railway, the station concerned is asked to send that wagon to Grain Depot for checking before sending it to destination. The Station Master, Grain Depot, in such cases must report the discrepancies if any, as laid down in Working Order No. 605. It enables this railway to fix the foreign railway's liability for the deficiency noticed on this railway as required as per Conference Rules.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VII

SECTION - 58

Subject : UNCONNECTED, UNCLAIMED, DELAYED
CONSIGNMENTS.

205. Unconnected consignments :

There are cases of underload consignments unloaded by this Railway for want of invoice or Railway Receipt. If the consignments are underload the station should submit the W.I. Report to the Railway Manager's office where a CUW case is opened. Sometimes W.I. Reports are submitted for goods recovered in excess at the stations. Such cases are also reported to the foreign Railways concerned asking for instructions regarding the correct booking particulars of the package or packages left on hand or instructions regarding their disposal. The matter is pursued with the foreign Railways till some definite instructions are forthcoming. If the Railways are not in a position to furnish the instructions regarding final disposal of cases the consignments are sold by Public Auctions through our Auctioneers.

206. Unclaimed consignments :

These are cases of inward loaded wagons received at the station for which the invoices have been received and accounted for but which are not claimed. They should be unloaded within 48 hours of their receipt and the station concerned should submit the U.C. Report (unclaimed Report) to the Railway Manager's office on which all the available particulars such as consignee's name and address if any are shown. If the party's full name and address are available a notice as required under Sections 83 and 84 of the Indian Railways Act, 1989 is

issued to him. Such notices are always sent by Registered Post Acknowledgement Due. If the consignment is booked to self, the Forwarding station is requested to serve a notice according to Sections 83 & 84 of the I.R.A. 1989 on the sender and to get instructions regarding disposal of the consignment. If the party does not come forward to take delivery of the consignment they are sold by public auction.

207. Delayed consignment [overdue wagons] :

These are cases in which invoices have been received and accounted for at the stations and for which the Railway Receipts are presented at the stations by the parties, but the wagons have not still been received. After a message is received from the Mb.P.T. station reporting non-receipt of consignment, a case is opened in **CUO**.

In all 7 enquiry messages have to be issued by the station at an interval of 8 days. If the consignment is not received and delivered by that time, the station should send a copy of invoice along with the copy of the 7th wire issued by it and then the case is reported by this Railway to the Railway concerned sending them a copy of invoice. On receipt of a monetary claim from the party a notice according to Conference Rule is issued to all the Railways on the booked route. Reference is also made to Director of Wagon Interchange, New Delhi for junction movement particulars of the wagon in case of booking other than the Central and/or Western Railways. Then the Railways concerned are pressed to prove delivery of the consignment to other adjoining Railways under advice to this Railway and the case is followed up till the consignment is traced. In case of booking from Railways other than Central or Western, once the delivery is proved by the other Railways to Central and/or Western Railway in good condition and under

correct entry the information is passed on by this Railway to the adjoining Railways pressing them to prove delivery of the consignment in good condition to this Railway or accept liability. If no reply is forthcoming in time, further action in respect of the settlement of the claim is taken, depending upon the merits of every case.

CHAPTER – VIII

STORES AND EQUIPMENT

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 59

Subject : MUMBAI PORT TRUST WAGON STOCK

208. LOCAL WAGONS.

There is one B class wagon no. F-304 and the following are its main features :

This wagon is flat open boggy measuring 45' in length and 9'-6' in width with the carrying capacity of 45 tonnes.

`C' type wagons which are two in number are also known as Bolster wagons. These are flat wagons with the bolster fitted in the center and are useful for the loading of timber and other lengthy consignments. "C" type wagons are F-109 & F-110.

There are 2 OZ wagons. These are very much like a A class wagons converted from original covered wagons. Their nos. are EA-228 & EA-229.

`Y' class wagons are covered wooden floored and wooden bodied wagons. There are three of these wagons. Their nos. are S-101, S-102 & S-103. These wagons are used as Pilot Van and Inspection Van.

There are 5 `A' Class Wagons. Their Nos. are V-303, EA-223, EA-224, EA-225 & EA-226.

Out of the 13 wagons, 4 `A' Class, 1 `B' Class, 2 `C' Class & 2 `Z' Class wagons are with EES Section of Engineering Department.

.....194

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 60

Subject : STORES

209. Books and forms (Mb.P.T.)

All Mb.P.T. Books and Forms are to be kept under lock and key by the Station Master / Goods Clerk.

210. Machine Numbered Books

Every book and form is given an individual number to denote its type. These books must always be kept in safe custody properly entered up in the Register concerned.

The Station Master / Goods Clerk must check these books on their receipt to ensure regarding their accuracy. Any discrepancy noticed should be reported according to the orders on the subject. Detailed instructions are given in Working Order No.401.

211. Indent for Books and Forms :

The books and forms required at the stations are indented Railway Manager's Office and as and when required.

These books and forms are to be indented according to the requirements of the stations in proper indent form which must be

submitted to the Railway Manager's office. The necessary indents are placed on the Material Manager, Mb.P.T. by this office. The supply is arranged by the Material Manager directly to the stations after necessary scrutiny. The detailed instructions regarding these are found in the Working Order Nos. 401, 402 & 403.

212. Foreign Railways Books and Forms :

Central and Western Railways Books and Forms are supplied for traffic to and from and via these Railways. The SM / GC will indent for these according to the requirements of the stations using the necessary Central and Western Railways indent forms.

These indents will be scrutinized at the Railway Manager's office and forwarded to these Railways for compliance.

The Railways concerned would supply the books and forms according to the requirements directly to the stations. Working Order no. 403 gives the details about this.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 61

SUBJECT : PERMANENT STORES

213. Description :

Permanent Stores are divided in the following headings :

- (1) Plant and Machinery
- (2) Furniture
- (3) Equipment such as small tools etc.

Each station has to maintain a Permanent Stores Register for permanent stores allotted to each station in the specified form mentioning therein the details as required. It must always be kept upto date. The procedure regarding indenting, reporting of loss and damages is given in Working Order no. 418.

214. Repairs to movable property :

All articles requiring repairs will be sent to the Head Train Examiner, Grain Depot under a requisition. Chairs requiring repairing are to be sent to the Railway Manager's office who arranges their repairs through the contractors fixed for the purpose.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 62

SUBJECT : CONSUMABLE STORES

215. The consumable stores consist of such articles as Oil, Cotton Waste, Twine, Brooms, etc. Supply of these is governed by a fixed scale. The scale fixed for any station is found insufficient or in excess, the SM / GC will have to report to the Railway Manager's office for orders.

216. Care of Stores :

All record of receipts and issue must be kept daily in book allotted for this purpose showing therein the quantity received, quantity issued and the balance on hand.

Consumable stores must be kept locked up in the Stores Room and strictest supervision exercised to preclude waste. The scale of consumption must be fixed and supply adjusted accordingly.

The Railway Manager's office will send to the Material Manager, Mb.P.T. indents for stations stores as and when required. The supply will be received directly at the stations from the Material Manager, Mb.P.T.

All receipts and references must be acknowledged in proper registers and forms. The details are given in Working Order No. 404.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 63

SUBJECT : PRESERVATION OF RECORDS

217. The records are to be preserved at the stations and in the Railway Manager's office according to the periods laid down for each description and document. Working Order No. 427 deals with the preservation of records for each station. There are separate orders for each station in the Railway Manager's office which governs the preservation of records.

These records must be carefully kept and properly stacked on the respective shelves and cupboards provided for them. They should be frequently cleaned and rearranged and properly labeled so that they can be readily available whenever required. While disposing of the records beyond the prescribed time limit, it should be ensured that those papers which are blank on one side are properly sorted out and sent to the Railway Manager's office. The rest of it should be tied in bundles and sent to Materials Manager for disposal.

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 64

SUBJECT : INDENT AND SUPPLY OF STATIONERY

218. Supply of stationery for all Depots is governed by fixed scale. The supply of stationery to the Railway Manager's office is done according to the requirements for which monthly indents are submitted by them. The supply of stationery to the stations is done half yearly. The half yearly lists are submitted on the 7th of March and 7th of September every year showing the stationery on hand at Depots. These lists are scrutinized in the Railway Manager's office and the indents according to the scales are forwarded to the Material Manager for compliance.

The stationery is supplied directly to the stations by the Material Manager, Mumbai Port Trust. The stationery supplied to the office is distributed by the Stores Section according to the indents of the sections and the officers. It is essential to enforce strict economy in use of stationery. All emergent stationery may be purchased locally by Stores Officers.

.....200

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 65

SUBJECT : UNIFORM

219. Certain categories of the Indoor and Outdoor staff of this Railway are entitled for uniforms. The categories who must wear the uniform on duty are given in Annexure 'B' of the W.O. 425 showing against each category the type and the scale of the uniform.

220. Wearing of uniform

- (a) All staff supplied with uniform must wear them complete when on duty.
- (b) The uniform must be kept clean and properly worn.
- (c) Station Master and Office Superintendent must see that the staff working under them wear uniform properly.
- (d) The designation badges wherever supplied must be worn on the left side on chest.
- (e) All the employees who are entitled for uniform will be supplied with such articles as are due one year after their appointments.

221. Indent and supply

The uniform is indented once in a year by the Stores Section of the Railway Manager's Office after obtaining the necessary sanction of the authorities concerned. The Section would compile lists of the employees and the type of uniform which is supplied for each. Such lists will be sent to the Material Manager through the FA & CAO, before beginning of the year. The lists after their scrutiny are forwarded to the Material Manager. The Material Manager supply uniform as per the indent placed by the Railway Manager's Office. Uniform clothing which has been worn for less than half the scale period and such items like designation badge, whistle irrespective of the length of use must always be withdrawn from the staff leaving service and returned to the Railway Manager's Office with the necessary form attached. This condition should be observed when

:: 202 ::

reporting for settlement of the dues of the staff. In the event of the employees died of contagious diseases, the uniform should be withdrawn and a remark should be passed to this effect on the certificate.

Staff have to pay Pro-rata according to the period of wear for any clothing lost or damaged through neglect or misuse of the staff.

..... 203

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - VIII

SECTION - 66

SUBJECT : DAK JEEP

222. The Dak Jeep is run by Mb.P.T. Railway in the morning for the purposes of carrying letters, Dak and Stores etc. at 10 a.m. In the morning, it starts from R.M.'s Office, stopping at Grain and Wadala to receive and deliver letters, it starts from Wadala reaching R.M.'s office by 14/- hours. This jeep is run punctually and no delay in its time table is tolerated. The Dak Jeep is in-charge of Dak Jr. Trains Clerk who is responsible for issue and delivery of dak and stores given in his charge. He has to give and obtain acknowledgements for the receipts and deliveries. The details regarding the dak jeep are given in Working Order No.406.

223. Mb.P.T. Audit Returns :

Letters and references for Junior Accounts Officer, Railway Audit Branch will placed in dak box and carried by the dak jeep. On arrival of dak jeep at R.M.'s office, the dak Jr. Trains Clerk will sort out the letters for Railway Audit and hand over the same to the Dak Hamal for delivering the same to that office.

224. Audit Dak to Central Railway :

The Dak meant for Central Railway and Western Railway Audit Department is put into same Dak Box which should be handed over to the Dak Jr. Trains Clerk. The Dak Jr. Trains Clerk would in turn handover the same to the dispatcher in the Railway Manager's office which would ultimately be given to the Central Railway and Western Railway obtaining their signature.

..... 205

MUMBAI PORT TRUST RAILWAY

DEPARTMENTAL MANUAL

CHAPTER - IX

SECTION - 67

SUBJECT : MISCELLANEOUS

225. There is a Tripartite agreement between the Mumbai Port Trust and Central and Western Railways covering all important aspects of working including among other items are the following points :-

- (a) Payment for supply of stationary and printed forms.
- (b) Interchange of rolling stock and the cost of repairs to damaged wagons.
- (c) Free time allowed for wagons.
- (d) Payment of compensation claims out of station earnings.
- (e) Liability for leakage of tank wagons.
- (f) Payment of Terminal Charges to the Mb.P.T. Railway.

The agreement is under revision and following is the tentative position of the main items referred to above.

226. Payment for supply of stationary and printed forms :

The Central and Western Railways would supply to Mb.P.T. Railway Stores, stationary, books printed forms etc. for receiving, unloading and delivering to the consignments inward goods and parcels

from the Central and Western Railways and connected lines, for receiving from consignors loading and forwarding outward goods, parcels for the Central and Western Railways and connected lines as well for taking and dealing with outward and inward traffic and Military Personnel, etc.

227. Interchange of rolling stock and
the cost of repairs to rolling stock.

Examination and repairs to wagons interchanged with the Mb.P.T. Railway will be carried out by the Central Railway both when wagons are handed over by the Central Railway to the Mb.P.T. Railway and when wagons are taken over from the Mb.P.T. Railway. It has been decided that the Central Railway will bill Mb.P.T. Railway for every 100 wagons interchanged and the Mb.P.T. Railway would pay per hundred wagons on the basis of cost decided as per tripartite agreement till the agreement is finalized and ratified.

228. Free time allowed for wagons.

The Mb.P.T. Railway will maintain records in connection with interchange of wagons exchanged so as to show separately wagons :-

- (i) Loaded in one direction only.
- (ii) Loaded in both directions.
- (iii) Empty in both directions.

All stock received from the Central and Western Railways will be allowed to remain on Mb.P.T. Railway free of hire charges as under :-

- (a) For all wagons exchanged empty ... 32/- hours
in one or both directions
- (b) For all wagons exchanged loaded ... 50/- hours
in both directions

After the expiry of these periods, hire charges at the rate of Rs.384/- per 4 wheeler is payable. Hire charges shall be calculated on the aggregate time the wagons are on the Mb.P.T. Railway during each month less the free time arrived at by multiplying the number of wagons in terms of 4 wheelers by 32 hours or 50 hours as the case may be.

The Mb.P.T. Railway shall not be liable for hire, for detention, occasioned by causes beyond their control viz. act of God, act of war, act of public enemies, through strikes and riots.

The detention in respect of the following categories of wagons shall also be excluded from the total detention hours arrived at :-

- (1) Misdespatched wagons.
- (2) Wagons waiting for sheets and ropes.
- (3) Wagons waiting for sanction.
- (4) Wagons containing railway material traffic.
- (5) Wadala Imprest.

- (6) Unconnected wagons.
- (7) Empties supplied in excess of specific demands.
- (8) Wagons detained for water-tightening purpose.
- (9) Wagons certified by TXR as unfit for loading.
- (10) Military Stock.
- (11) ISO Container Stock.

Recovery of demurrage from the public shall be at the discretion of the Mb.P.T. Railway. Demurrage charges recovered from the public on wagons received from Central and Western Railway shall be credited to the Mb.P.T Railway but should the amount so collected in any one of the month exceed the amount of hire paid to the Central Railway for that month, such excess shall be credited to the Central Railway. Demurrage charges shall be entirely credited to the Central Railway. Oil tanks and other special type of wagons and the departmental wagons will be excluded for the purposes of calculation of hire charges.

229. Payment of compensation claim out of station earnings

On receipt of compensation claim bills from the foreign railways, Mb.P.T. Railway's proportion is checked and the debit raised by the Railway is accepted provided the bills are submitted by foreign railways within 6 months from the date of acceptance of liability by

us or payment of the claim by them whichever occurs late as required by Conference Rule 314-6(3). If it is observed that certain debits are not raised within the stipulated period as stated above, they are deleted from the compensation claim bills passing appropriate remarks against items concerned. After the bills are returned by us to the Traffic Department of the railways concerned, they are sent back to us by the Accounts Department of the creditor railway for arranging payment. Such bills are passed on to the F.A. & C.A.O. for arranging payment, if the aggregate amount exceeds Rs.300/-. Payment of bills upto Rs.300/- only, is arranged by the Cashier of this office as our claim imprest is for a sum of Rs.1,000/- only.

230. In regards to claims irrespective of amount, settlement by the Mb.P.T. Railway on behalf of other railways concerned, the same is done by retrenching from Central / Western Railway's earnings as per the Tripartite Agreement between Central Railway, Western Railway and Mumbai Port Trust.

Liability for leakage of tank wagons :-

Liability for leakage of tank wagons i.e. liability for loss and damage, deterioration and destruction etc. in respect of traffic booked to and from Mb.P.T. Railway shall be determined in accordance with the Indian Railways Conference Association.

When leaky tank wagons are received in up direction, the Train Examiner, Central Railway shall assess the quantity lost by

taking measurements by the deep rod method and issue certificate showing the quantity assessed by this method. If this is not possible, the assessment of loss shall be made only when it is possible to transship or unload the wagon. In the case of inward traffic, the Mb.P.T. Railway shall be liable for all losses or shortages as determined and certified by the Train Examiner of the Central Railway at the time of the examination of the tank wagon in the Down Departure Yard. The Mb.P.T. Railway shall be responsible for transshipping the contents of the wagon if the leakage cannot be stopped promptly. The Mb.P.T. Railway shall also accept liability for the compensation claims preferred by the consignees for any loss or shortage.

231. HANDLING OF ICD CONTAINERS AT RCD :

When CONRAJ rake come at Mb.P.T.W, the Wadala staff feeds the computer as per the Inward way Bill or the up train guidance after due checking by the receiving Jr. TRC/RC. On the basis of this entry at Mb.P.T.W. an agent list is drawn from the computer at RCD. In case of 'CONRAJ SPL RAKE' CONCOR gives us a train summary the Mb.P.T. RCD staff will prepare an advance train summary and up vehicle guidance either of the train summary (a) Agent list is drawn from the computer on the basis of Wadala or (b) Advance train summary is prepared as per the CONCOR Copy. CONCOR gives train summary to Docks staff and Rly. Staff. The Containers are uploaded from the flat wagons by the Yard Inspector and CME staff. The Railway staff get Inward Railway Receipts which are subsequently fed in the Computer where warehousing is done with the help of the Computer and related warehousing pro is endorsed on the Railway Receipt. The AGC will check the correct Nos. of the containers

and the flat wagons and will process the discrepancies if any i.e. seal deficiency of the containers and subsequently feed the unloading in the computer. On the basis of the feeding in the computer we can draw 'B' form for balance sheet purpose.

232. UNLOADING OF CONTAINERS AT RCD :

Any party, Shipping Agent who intends to deal with Mumbai Port Trust has to submit a letter (Authority to sign document) approved by the owner or director of the shipping company. Indent is accepted by Goods Clerk after it is approved by the Shed Supdt. Or the Asstt. Docks Manager. The Goods Clerk will check if the commodity is acceptable to the Railway as per the instruction laid down in the IRCA. He will check if the commodity is hazardous or not. The indent is entered in the following format - (a) Indent No. (b) Name of the Shipping Agent (c) Destination Station (d) L/E 20' L/E 40' (e) IGM No. (f) Vessel Name (g) Voyage No. (h) Commodity (i) Remark. Whenever an Indent is accepted the Shipping Agent also surrender the advance forwarding notes. The forwarding notes are numbered and kept station wise. Sequence List is drawn by the Docks department and copies of the same are passed on to Railway department. Whatever indents are accepted throughout the day a statement is prepared by the Goods Clerk and filed and related figures are repeated to the Controller. Loading is done as per the information available with Sequence List. (a) Container No. (b) Size (c) Status whether L/E (d) Name of the Shipping Agent (e) Actual weight of the container. Wagons are labeled by the Railway Staff showing all the particulars as shown in the column and the tare weight on the flat on the bracket label. Loading is done by the Yard Inspector docks and CME staff. Railway staff ensures correctness of the loading and related station where the containers are to be dispatched. Loading is fed in the

computer by Docks department. Loaded flat wagons are removed by operative staff after it receives intimation from the GC, RCD as regards completion of loading formalities. Agent makes payment at CONCOR office. CONCOR prepares the Railway Receipt and passess on the IWB to the Railways (Invoice copies). Invoices received from CONCOR are fed in the computer, this enables us to prepare 'E' form. When load is formed at Mb.P.T.W they give RCD Mb.P.T.C particulars of the dispatch of the rakes. A train summary is prepared by the RCD staff and copy of the same is handed overto CONCOR. When loading is a combination of two stations i.e. NDLS (TKD) LDH containers are to be loaded at the south end of the rake. Commodity loading is entered for daily and ten days statements.

MUMBAI PORT TRUST - RAILWAY

ANNEXURE `A'

STATEMENT SHOWING THE PRINCIPAL COMMODITIES TRAFFIC LOADED
AND UNLOADED ON MBPT RLY. TO TRUNK RLY. DURING THE YEARS
2003-04, 2004-05.

LOADED

SR NO.	COMMODITIES	IN TONNES	
		2004-05	2003-04
1	Container	50628.7	32222.3
2	Machinery	3104.3	518.0
3	MOP	30321.7	---
4	Steam Coal	52657.0	---
5	Others	92951.9	21076.8
	TOTAL	229663.6	53817.1

UNLOADED

SR NO.	COMMODITIES	IN TONNES	
		2004-05	2003-04
1	DOC	372000.9	417091.1
2	G/Pulses	236205.0	97180.7
3	Container	33280.0	8682.0
4	Iron Steel	22300.4	13017.2
5	Sugar	37967.5	233045.1
6	Sand	3472.0	---
	TOTAL	705225.8	769016.1

CLASS III STAFF**OFFICE ESTABLISHMENT**

<u>CATOGARY</u>	<u>REVISED/EXISTING SCALE OF PAY</u>	<u>NO.OF.POST</u>
Superintendent	Rs.13600-32400 Rs.6170-230-7320-245-11975	1
Asstt. Superintendent	Rs.12100-30800 Rs.5500-200-6100-220-11380	3
Senior Assistant/Asstt. Cashier	Rs.11000-29400 Rs.5000-150-5450-200-10850	5
Junior Assistant	Rs.10200-25700 Rs.4640-140-5760-170-9500	9
Typist-Cum-Computer Clerk	Rs.9400-22000 Rs.4300-120-5260-130-8120	10
Junior Clerk	Rs.9000-21200 Rs.4160-115-5195-125-7820	2
Stenographer Grade I	Rs.12100-30200 Rs.5500-200-6100-220-11380	1
Motor Driver (Sr.)	Rs.10200-25700 Rs.4640-140-5760-170-9500	1
Motor Driver (Jr.)	Rs.9400-22000 Rs. 4300-120-5260-130-8120	1 ----- 33

LINE ESTABLISHMENT

Station Master Grade II	Rs.12100-30800 Rs.5500-200-6100-220-11380	3
Asstt. Station Master Grade II	Rs.11000-29400 Rs.5000-150-5450-200-10850	8
Sr. Trains Clerk	Rs.10200-25700 Rs.4640-140-5760-170-9500	20
Railway Clerk	Rs.9400-22000 Rs.4300-120-5260-130-8120	50
Goods Clerk	Rs.11000-29400 Rs.5000-150-5450-200-10850	4
Asst. Goods Clerk	Rs.10200-25700 Rs.4640-140-5760-170-9500	12 ----- 97

<u>CATOGARY</u>	<u>REVISED/EXISTING SCALE OF PAY</u>	<u>NO.OF.POST</u>
Telephone Clerk GR.- I	Rs.10200-25700 Rs.4640-140-5760-170-9500	4
Cabinman	Rs.10200-25700 Rs.4640-140-5760-170-9500	9
Asstt. Cabinman	Rs.9400-22000 Rs.4300-120-5260-130-8120	9
Controller	Rs.12100-30800 Rs.5500-200-6100-220-11380	1
Asstt. Controller I	Rs.11000-29400 Rs.5000-150-5450-200-10850	3
Asstt. Controller II	Rs.10200-25700 Rs.4640-140-5760-170-9500	4
Movement Expeditor	Rs.12100-30800 Rs.5500-200-6100-220-11380	2
Train Examiner	Rs.11000-29400 Rs.5000-150-5450-200-10850	2

		34

CLASS IV STAFF OFFICE ESTABLISHMENT

<u>CATOGARY</u>	<u>REVISED/EXISTING SCALE OF PAY</u>	<u>NO.OF.POST</u>
Havildar	Rs.8300-18600 Rs.3900-90-4260-100-6860	1
Record Attendent	Rs.8300-18600 Rs.3900-90-4260-100-6860	5
Naique	Rs.8100-18200 Rs.3840-80-4320-100-6720	1
peon	Rs.7800-15800 Rs.3700-60-4180-75-5830	8
Hamal	Rs.7800-15800 Rs.3700-60-4180-75-5830	1 -----
		16

CLASS IV STAFF LINE EATABLISHMENT

Shunter	Rs.9400-22000 Rs.4300-120-5260-130-8120	14
Jamadar	Rs.8600-19900 Rs.4000-100-4800-115-7330	14
Jamadar/ Watchman	Rs.8300-18600 Rs.3900-90-4260-100-6860	1
Marker	Rs.8300-18600 Rs.3900-90-4260-100-6860	4
Shunting Porter Grade I	Rs.8300-18600 Rs.3900-90-4260-100-6860	17
Shunting Porter Grade II	Rs.8100-18200 Rs.3840-80-4320-100-6720	21
Gateman/ Railway Worker SPR III/ LPM	Rs.7800-15800 Rs.3700-60-4180-75-5830	70
RPTR/SH	Rs.7800-15800 Rs.3700-60-4180-75-5830	
OH/GS	Rs.7800-15800 Rs.3700-60-4180-75-5830	
Watchman (Station)	Rs.7800-15800 Rs.3700-60-4180-75-5830	40
Asstt.Fitter	Rs.8300-18600 Rs.3900-90-4260-100-6860	6
Mazdoor (R)	Rs.8100-18200 Rs.3840-80-4320-100-6720	7
Mazdoor (S)	Rs.8100-18200 Rs.3840-80-4320-100-6720	7 -----
		201

RESTRICTION CIRCULAR NO. 1 OF 2001

The following are the restrictions of traffic to the Mb.P.T. Railway with effect from the date of issue of this circular. It should be read in conjunction with Mb.P.T. Railway Goods Tariff No.5 of 1.8.1952, as amended from time to time.

This cancels all previous circulars.

Any station on the Mb.P.T. Railway may be opened or closed for booking thereto any traffic on the wired instructions of the Manager (MGR Mb.P.T.Z). Mb.P.T. Railway is closed for all goods traffic booked in smalls.

SL. NO.	STATION	DESCRIPTION OF GOODS BOOKED	REMARKS
(1)	(2)	(3)	(4)
1	WADALA (MBPTW)	Open for traffic in wagon loads only for sleepers, ballast, rails booked in the name of PWI, MBPT and railway material booked in the name of HTXR, Central Railway, Wadala	Except as otherwise mentioned in column (3), this station is closed for all other traffic.
2	GRAIN DEPOT (MBPTG)	(i) Open for traffic in block rakes for all commodities where loading/unloading have to be done by the consignor/consignee. (ii) Open for traffic in wagon loads as follows : (a) All goods traffic except grain and pulses, paraffin wax, oil seeds, sand and	This station is closed for all other goods traffic except shown in Column No.3.

		<p>stone on trade account.</p> <p>(b) Open for cargo in favour of Embarkation Commandant, Naval Stores Officer and on Defence Account.</p>	
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	<u>`SIDINGS' SERVED BY THE GRAIN DEPOT STATION (CONTD...)</u>		
	SIDINGS	DESCRIPTION OF GOODS BOOKED	REMARKS
1	A. COTTON DEPOT SIDING	<p>Open for traffic in wagon loads as follows :</p> <p>(a) Cotton, Cotton waste, Cotton mills sweeping, etc. and gunnies to any consignees.</p> <p>(b) Open for booking inward foodgrain traffic in train loads in favour of the Food Corporation of India, Mumbai.</p>	This siding is not meant for any other goods traffic other than mentioned in Column No.3.
2	B. FCI SIDING	Open for foodgrain traffic in the name of Food Corporation of India.	All traffic in Jumbo rakes will be handled where loading and unloading will have to be done by the consignor/consignee.
3	C. RCD SIDING	Open for traffic in ISO containers for export.	The RCD siding has facility to handle CONRAJ SPECIAL.
4	D. MBPT DOCKS SIDING (includes sidings in Prince's Dock, Victoria Dock and Indira Dock)	<p>1) Open for traffic loads as follows :</p> <p>(a) All traffic booked for export for direct shipment.</p> <p>(b) Open for booking all goods traffic in favour of Embarkation Commandant and Naval Stores Officers.</p> <p>2) Open for all goods traffic in train loads for direct shipment.</p>	<p>This siding is not meant for any other goods traffic other than mentioned in Column No.3 and is also closed for Coaching Traffic, Explosives and Hazardous Goods.</p> <p>Jumbo Box/BRH rakes are not to be booked to MBPT Docks Siding without prior permission.</p>

G E N E R A L

- 1-A. There will be only two stations on MBPT Railway - Wadala MBPTW) and Grain Depot (MBPTG).
- 1-B. The stations - Stores Depot (MBPTS), Oil Depot (MBPTO), Cotton Depot (MBPTC) and Victoria Dock (MBPTV) are closed.
- 1-C. Cotton Depot siding and RCD siding, MBPT Docks Siding (including sidings in Prince's Dock, Victoria Dock and Indira Dock) and FCI siding are declared as sidings served by the Grain Depot Station.
2. Goods meant for export should be consigned to MBPT Docks through Grain Depot station. Similarly, goods meant for RCD, FCI and Cotton Depot are also to be booked through Grain Depot station.
- 3-A Both the stations (MBPTW) and (MBPTG) are opened for goods traffic booked to any department of Mumbai Port Trust.
- 3-B Both the stations (MBPTW) and (MBPTG) are closed for offensive and dangerous goods.
4. Traffic to military siding should be booked in accordance with IRCA Military Traffic in force from time to time.
- 5-A Perishable goods meant for export only may be booked to MBPT Docks through Grain Depot station (MBPTG) with prior permission.
- 5-B Only stations situated within a radius of 500 km from MBPT Docks can book such goods.
- 5-C These consignment should be booked in block loads so that the arrivals of the incoming wagons synchronise with the berthing of the ships in the docks.
- 6 Where booking of traffic in a particular name is permitted, booking to 'SELF' should not be accepted. Traffic loaded in the form of Jumbo rakes and BOX/BFR rakes must not be booked to 'SELF'. The Railway Receipts issued may be remarked 'L/U (Loading/Unloading) by Owner.

MANAGER MUMBAI PORT TRUST RAILWAY

**TRAFFIC HANDLED DURING THE YEAR 2004-2005
AND PREVIOUS TWO YEARS**

ANNEXURE `D'

Figures in tonnes

Sr.No.	Traffic Booked	2004-2005	2003-2004	2002-2003
1	To BPT Railway	7,05,225.80	7,69,016.04	9,12,980.30
2	From BPT Railway	2,29,663.60	53,817.10	1,01,166.30
3	Local	---	---	---
	Total	9,34,889.40	8,22,833.14	10,14,146.60

RIGHT TO INFORMATION ACT, 2005**RAILWAY DEPARTMENT****ESTABLISHMENT SECTION.****LIST OF FUNCTIONS**

SL. NO.	ROUTINE FUNCTIONS
1.	Dealing with all issues related to recruitment, seniority, promotions, reservation and retirement of the employee.
2.	Maintaining records related to issues at Sr.No.1 viz. Personal files, Rosters, Service Sheets etc.
3.	Maintaining Muster Roll and General Registers w.r.t. L.T.C., Housing Loan, Education loan, increments, P.F. withdrawals etc.
4.	Preparation of Paysheet.
5.	Dealing with Income Tax, Salary deductions, rebates, refund etc.
6.	Regularisation of leave/absence.
7.	Attending disciplinary issues and Vigilance issues.
8.	Periodical Health Check-up of employees.
9.	Implementation of Rastrabhasha Policy.
10.	Settlement of pension cases and Terminal dues.

SL. NO.	RANDOM FUNCTIONS
1.	Dealing with Welfare Schemes such as Scholarships, Spectacle reimbursement, quarters etc.
2.	Implementation of ACP Schemes.
3.	Implementing SVRS Scheme.
4.	Attending Court matters.
5.	Attending Union matters and employee's grievances.
6.	Dealing with re-deployment issues.
7.	Dealing with Schemes related to medical department viz. One time option Scheme for medical registration, medical reimbursement for serious illness.
8.	Implementation Recovery and Prohibitory Orders.
9.	Dealing with all miscellaneous issues and petitions from ex-employees or their family.