



भारत सरकार (Government of India)
रेल मंत्रालय (Ministry of Railways)
रेलवे बोर्ड (Railway Board)

No. 2019/CE-I/SP/I

New Delhi, dated 08.01.2020

To,

As per list attached

Sub: Addendum & Corrigendum Slip (ACS) No. 57 to Indian Railway Code for the Engineering Department, 1982, fourth Re-Print 2012

1. The Ministry of Railways (Railway Board) have decided to amend Para 1829 of Indian Railway Code for the Engineering Department, 1982, fourth Re-Print 2012.
2. It has been decided that in cases where land required for the siding is acquired by the applicant at his own expense, the cost of such land should not be included in the total cost of the work for the purpose of levy of departmental charges.
3. The amended Para 1829 shall be as below:

1829. Departmental charges- *Departmental charges should be levied in terms of para 1137. These charges are in addition to any work charged staff (both gazetted and non-gazetted) that may be required for actual execution of work. The General Managers are empowered to waive wholly or partly these charges in terms of para 1138.*

When a portion of work concerning an assisted or private siding is allowed to be carried out by the party asking for the siding in terms of para 1827, departmental charges shall be levied at a reduced rate of 6.25 percent of the cost of the work carried out by the party itself including the cost of any material such as ballast, permanent way, building materials etc., supplied by the party. For the portion of the work executed by the Railway, full departmental charges as per para 1137 should be levied.

Prem Sagar
08.01.20

[Signature]

In cases where land required for the siding is acquired by the applicant at his own expense, the cost of such land should not be included in the total cost of the work for the purpose of levy of departmental charges.

In case of very large works where departmental charges calculated according to the above principles exceed Rs 10 lakh and the parties apply for a further reduction, a reference should be made to Railway Board for a decision unless the case falls within the purview of para 1138.

When the work of survey and construction of a private siding is allowed to be carried by the party through an approved Consultant/Consulting Firm/ Consulting Engineer, total charges (including departmental charges) to be recovered from the Consultant/ Consulting Firm/Consulting Engineer shall be as follows:

Surveys	(a) 1% of the assessed cost of the project at the stage the party's proposal for undertaking the survey is approved by the Railway
	(b) Balance amount to complete 2% of the estimated cost of the project at the stage of conveying approval to Survey/Plans and Estimates
Final Inspection	2% of the cost of project while applying for the final approval of the completed works


08.01.2020
(प्रेम सागर गुप्ता)

कार्यकारी निदेशक सिविल इंजी.(जी)/रेलवे बोर्ड
[Phone: 030-44803(Rly): 011-23383379(MTNL)]

No. 2019/CE-I/SP/I

New Delhi, dated 08.01.2020

Copy forwarded for information to:

1. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.
2. The PFAs, All Indian Railways


For Financial Commissioner/Railways

LIST FOR DISTRIBUTION (Letter No. 2019/CE-I/SP/I, dated 08.01.2020)

1. General Managers, All Indian Railways & Production Units
2. General Manager (Con), N.F. Railway, Guwahati
3. General Manager /CORE, Allahabad.
4. Chief Administrative Officers (Con), All Indian Railways (Except N.F. Railway)
5. Chief Vigilance Officers, All Indian Railways

(A)

1. CAO, COFMOW, Tilak Bridge, New Delhi
2. CAO, Diesel Locomotive Works, Patiala (Punjab)
3. CAO (Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar

(B)

1. Director General, RDSO, Manak Nagar, Lucknow
2. Director General, NAIR, Vadodara
3. Director, IRICEN, Pune – 411 001 (Maharashtra)
4. Director, IRIEEN, PB No.-233, Nasik Road-422101 (Maharashtra)
5. Director, IRISSET, Taa Naka Road, Lalla Guda, Secunderabad-500017
6. Director, IRIMEE, Jamalpur Distt-Jamalpur, PIN-811214 (Bihar).
7. Director, IRITM, Sarswati Residential Estate, IRITM Campus, Manak Nagar, Lucknow

(C)

1. General Secretary, IRCA, DRM Office, New Delhi.
2. General Secretary, AIRF, Rail Bhawan, New Delhi
3. General Secretary, NFIR, Rail Bhawan, New Delhi
4. General Secretary, IRPOF, Rail Bhawan, New Delhi
5. General Secretary, FROA, Rail Bhawan, New Delhi
6. General Secretary, AIRPA, Rail Bhawan, New Delhi
7. General Secretary, AISC & STREA, Rail Bhawan, New Delhi
8. The Secretary, RBSS, Group (A) Offices Association, Rail Bhawan

9. The Secretary, RBSS, Group (B) Offices Association, Rail Bhawan
10. General Secretary, RBSSS Association, Rail Bhawan
11. The Secretary, RBMSA, Rail Bhawan
12. The Secretary, Railway, Group (D) Employees Association, Rail Bhawan

Copy to:

1. Concerned PSO for kind information of CRB, ME, MTR, MRS, FC, MS, MST, MMM.
2. DG(RHS), DG(RPF), AM(CE), AM(Works), AM(B), AM(Elec.), AM(RS), AM(ME), AM/Tele, AM/C&IS, AM/Sig., AM(Plg.), PED/SDE, PED(Bridges), PED(Vigilance), PED/Transformation, EDCE(G), EDCE(P), EDTK(M), EDTK(MC), EDTK(P), EDCE(B&S), EDF(X)-I, EDF(X)-II, ED(Works), EDW(Plg.), ED/Project(Mon.), ED(L&A), ED/SDE, ED(PSU), EDVE, ED(Safety), ED (Sig. Dev.), ED(Tele), EDRS(G), EDRE, EDEE(G), EDFE, EDE(N), ED(Accounts), ED/T&MPP, EDME(Chg.), EDME(Frt.), ED/Plg., ED/MTP, JS(conf), JS(P), JS(G), JS(D), Vigilance-III, Vig(Conf) of Railway Board.

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

No. 99/TC(FM)/26/1/Pt.-II (Vol.-I).

Rail Bhavan, New Delhi - 110 001, dated 28.10.2016
02.11.2016

General Manager,

- | | |
|--------------------------------------|--|
| 1. Central Railway, Mumbai (CSTM). | 9. North Western Railway, Jaipur. |
| 2. Eastern Railway, Kolkata. | 10. Southern Railway, Chennai. |
| 3. East Central Railway, Hajipur. | 11. South Central Rly., Secunderabad. |
| 4. East Coast Railway, Bhubaneswar | 12. South Eastern Railway, Kolkata. |
| 5. Northern Railway, New Delhi. | 13. South East Central Rly, Bilaspur. |
| 6. North Central Railway, Allahabad. | 14. South Western Railway, Hubli. |
| 7. North Eastern Railway, Gorakhpur. | 15. Western Rly., Mumbai (Churchgate). |
| 8. Northeast Frontier Rly, Maligaon. | 16. West Central Railway, Jabalpur. |

(Corrigendum to Freight Marketing Circular No. 11 of 2016)

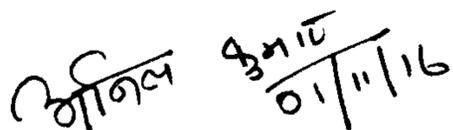
Sub: Policy Circular On Private Sidings Freight Marketing Circular No. 11 of 2016

Ref: Freight Marketing Circular No. 11 of 2016 issued vide Board's letter No. 99/TC(FM)/26/1/Pt.-II dated 22.08.2016

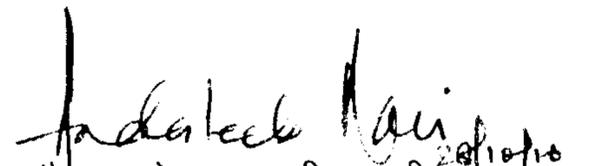
- 1.0 Attention is invited to Freight Marketing Circular No. 11 of 2016 issued vide Board's letter No. 99/TC(FM)/26/1/Pt.-II dated 22.08.2016 wherein policy guidelines on Private Sidings was issued.
- 2.0 The "**Ref:**" appearing at page 1 of the covering letter of Freight Marketing Circular No. 11 of 2016, may be read as under -

Ref: In supersession to Railway Board's letters no. 99/TC(FM)/26/1, dated 29.09.2000, 31.03.2005, 13.03.2006, 12.03.2007, 25.10.2007, 14.01.2009; Letter no. 99/TC(FM)/26/1/Pt.-II, dated 30.01.2012 (Freight Marketing Circular No. 01 of 2012); Letter No. 99/TC(FM)/26/1/Sdg. for Iron Ore dated 14th Aug. 2012; and Letter no. 2012/TC(FM)/18/17 dated 22.10.2012.

- 3.0 Necessary changes may be made accordingly.
- 4.0 This issues with the consent of Civil Engineering, L&A and concurrence of Finance Directorate of Ministry of Railways.


(अनिल कुमार)

निदेशक/ सिविल इंजी.(जी)/ रेलवे बोर्ड


(सैयद मो० अन्दलीब रजी)

निदेशक/ मा.भा.विप./ रेलवे बोर्ड

No. 99/TC(FM)/26/1/Pt.-II (Vol.-I).

New Delhi, Dated 28.10.2016

02.11.2016

Copy forwarded for information to :

1. The FA&CAOs, All Indian Railways.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

2/11/16

For - Financial Commissioner/Railways

No. 99/TC(FM)/26/1/Pt.-II (Vol.-I).

New Delhi, Dated 28.10.2016

02.11.2016

1. The Chief Operations Manager, All Indian Railways.
2. The Chief Commercial Manager, All Indian Railways.
3. The Principal Chief Engineer, All Indian Railways.
4. The Chief Administrative Officer (Const.), All Indian Railways.
5. The Chief Traffic Planning Manager, All Indian Railways.
6. The Chief Commercial Manager (FM), All Indian Railways.
7. The Chief General Engineer, All Indian Railways.
8. The Managing Director, Konkan Railway Corporation Ltd., Belapur Bhawan, Plot no. 6, Sector-11, CBD Belapur, Navi Mumbai – 400014.
9. The General Manager, Centre For Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
10. Director General, Railway Staff College, Vadodara.
11. Director, Indian Railways Institute of Transport Management (IRITM), Manak Nagar, (Hardoi Road), Lucknow.
12. AM(Traffic), AM(C), AM(Civil Engg.), AM(Works), AM(Elect.), AM(Mech.), AM(Signal), Adv.(F), Adv.(Vig.), Adv.(FM), EDCE(G), EDPM, EDPG, EDTC(C), ED/Works, EDCE(P), ED/Infra.(Civil), ED/PSU, EDV(E), EDV(T), ED(FC), EDME(Frt.), ED/RE(P), ED(Innovation), DF(C) in Railway Board.
13. PSO/Sr.PPS to CRB, FC, MT, ME, MM, ML, MS and Secretary, Railway Board for kind information of CRB, FC, MT, ME, MM, ML, MS and Secretary/Railway Board.

अनिल कुमार
2/11/16
(अनिल कुमार)

निदेशक/ सिविल इंजी.(जी)/ रेलवे बोर्ड

फादरल वरि
28/10/16
(सैयद मो० अन्दलीब रजी)

निदेशक/ मा.भा.विप./ रेलवे बोर्ड

FREIGHT MARKETING
CIRCULAR NO. 6 OF 2020

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

No. 2018/TC(FM)/14/04.

Rail Bhavan, New Delhi – 110 001, dated 23.06.2020

General Managers,

- | | |
|--------------------------------------|--|
| 1. Central Railway, Mumbai (CSTM). | 9. North Western Railway, Jaipur. |
| 2. Eastern Railway, Kolkata. | 10. Southern Railway, Chennai. |
| 3. East Central Railway, Hajipur. | 11. South Central Rly., Secunderabad. |
| 4. East Coast Railway, Bhubaneswar | 12. South Eastern Railway, Kolkata. |
| 5. Northern Railway, New Delhi. | 13. South East Central Rly, Bilaspur. |
| 6. North Central Railway, Allahabad. | 14. South Western Railway, Hubli. |
| 7. North Eastern Railway, Gorakhpur. | 15. Western Rly., Mumbai (Churchgate). |
| 8. Northeast Frontier Rly, Maligaon. | 16. West Central Railway, Jabalpur. |

**Sub : Amendment No. 5 to Policy Circular On Private Sidings :
Freight Marketing Circular No. 11 Of 2016.**

**Ref: Freight Marketing Circular No. 11 of 2016 issued vide Board's
letter No. 99/TC(FM)/26/1/Pt.-II dated 22.08.2016.**

- 1.0 Please refer to Freight Marketing Circular No. 11 of 2016 – Policy Circular on Private Sidings issued vide Board's letter No. 99/TC(FM)/26/1/Pt.-II dated 22.08.2016. Following changes are being made in this policy –
- 1.1 Para 1(ii) of Freight Master circular No. 11 of 2016 is amended as under -

Para 1(ii) – The Private Sidings which had been working on Non –EOL concept, may opt to come under the EOL scheme by signing EOL agreement with railways; or may continue with the prevailing norms of Non-EOL system.

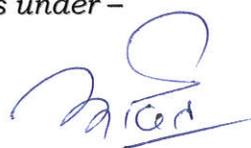
If the siding owner opts to operate under the EOL scheme, all provisions of EOL Policy issued vide FM circular No. 05 of 2013 and its amendments issued time to time, including exemption from staff cost shall be applicable. If the siding owner opts to operate as non-EOL terminal, staff cost shall be applicable as per Para 9.7 of the Freight Marketing Circular No. 11 of 16.[Para 9.7 of Freight Marketing Circular No. 11 of 16 is being amended vide Para 1.8 of this circular]

Wherever required, necessary changes may be made by the zonal railways in clause 13(b) of Annexure-III – Siding Agreement (appearing at page 33) of Freight Master circular No. 11 of 2016.

- 1.2 Para 3.0 of Freight Master circular No. 11 of 2016 is amended as under –

Para 3.0 Nodal Agency

Para 3.1- In order to provide a 'Single Window Service' to the rail customers at various stages for all siding matters and to redress the grievances of the applicants/ Siding Owners, the nodal and coordinating officer shall be as under –


23/6/2020

Para 3.2- In Railway Board's office, Executive Director (Freight Marketing), Ministry of Railways (or any other functionary nominated for this function by Railway Board) would be the nodal officer for implementation of this policy. Executive Director/ Civil Engg. (General) shall be the coordinating officer during construction stage. Executive Director/ Freight Marketing shall be coordinating officer both prior to construction and also after siding is notified for commercial operation.

Para 3.3- At divisional level and headquarter level, the nodal and coordinating officers shall be as under –

Stage	Nodal and coordinating Officer at Divisional level	Nodal and coordinating Officer at Headquarter level
For all private siding matters - at various stages (planning, pre-construction, construction and after construction stage)	Nodal Officer DRM	Nodal Officer CTPM
Throughout the construction stage	Coordinating officer Sr. DOM	Coordinating officer CTPM
After completion of project/ issue of notification and after commissioning	Coordinating officer Sr. DCM	Coordinating officer CCM(FM)

Para 3.4- The member of both Committees at the division and headquarter level should be by designation and in absence of the incumbent, the officer looking after either formally or as link officer shall discharge this function.

Para 3.5- The above changes shall be made applicable to all Private Sidings i.e. existing undergoing proposals as well as new proposals for construction of private sidings.

1.3 Para 4.1 of Freight Master circular No. 11 of 2016 is amended as under –

Para 4.0- Procedural Guidelines and Time Line

Para 4.1- In the whole process of survey, approval of DPR, execution, final inspection etc.; Railway shall observe procedural guidelines and Time Line for setting up of Private Sidings, as mentioned in **Annexure-I** (appearing at page 14 to 18) of Freight Master circular No. 11 of 2016.

The above provision shall be made applicable to all new proposals and the cases of private sidings under process of approval stage.

1.4 Para 9.3 Maintenance of OHE

Para 9.3.1 – OHE maintenance cost for existing as well as new sidings shall be borne by the siding owner in accordance with Railways guidelines. Railway will carry out necessary inspection of maintenance work once in six months.

1.5 Para 9.6.1 Maintenance of S&T Assets

Para 9.6.1 Maintenance of Signal & Telecommunication equipments, provided at the take off point of the siding and linked to the main line Railway Track, shall be maintained by Railway at its own expense.

Add sub-Para – If signal maintenance is to be carried out by Signal Department, the P. Way Maintenance shall be done by Engineering department to ensure compliance of various maintenance norms of IR.

1.6 Para 9.6.2 Maintenance of S&T Assets.

Para 9.6.2 - Maintenance of Signal & telecommunication equipment inside the siding, which includes Block Instrument & Communication Equipment, Interlocking of Points & Signals, Level Crossing Gates and Centralized Operation of Points & Signals etc. shall be done by the Party at their cost. Maintenance shall be got done by sources (contractors) approved by the Railways employing Railway certified Signal Technicians, Supervisors & Engineers.

1.7 Para 9.6.4 Technology to be adopted

Add new sub-Para 9.6.4(iv) At the time of installation, Interlocking of yard inside private siding shall be undertaken by siding owner at his own cost. Later on, if modification or up-gradation is required to be done, it shall be at Railway's cost.

1.8 Para 9.7 of Freight Marketing Circular No. 11 of 2016 is amended as under -

Para 9.7 - Deployment of Commercial Staff :

Para 9.7.1 Railway commercial staff will be posted at Private Siding to perform all commercial functions related to booking and delivery of goods on actual need basis and cost of only one commercial staff shall be borne by the siding owner.

Para 9.7.3 The provisions contained in paragraphs 9.7.1 shall be applicable on all Non-EOL private sidings from the date of issue of this circular. No refund or waiver shall be entertained by the Railway Administration to this effect.

Para 9.7.4 Cost of commercial staff shall be recovered for a period of two years in advance for every ensuing two year period, subject to the paragraph 9.7.1.

Para 9.7.5 The provision contained in paragraph 9.7.4 above shall be applicable on the private sidings from the date of issue of this policy. Prior to issue of this policy, the cases where staff cost has been collected in advance for a period of 10 years, will remain valid for the said 10 year period. Thereafter (after expiry of this period), fresh 'staff cost' shall be collected as per provision of Para 9.7.4.

1.9 With a view to simplify the procedure for closure of Private Sidings and make the provisions unbiased, it has been decided to insert a new para as 'Para 12-

Procedure for closure of Private Sidings' in the FM Circular No. 11 of 2016, as under -

Para 12.0 – Procedure for closure of Private Sidings

Para 12.1 In case the owner of private siding does not want to continue operating his existing siding and intends to close it, he shall be required to give an application per bearer duly signed by the authorised signatory of siding to the Principal Chief Commercial Manager of the zonal railway in whose jurisdiction that siding is situated. PCCM office shall give an acknowledgment to the party concerned to this effect.

Para 12.2 PCCM's office will issue a "Notification/Commercial Circular for dis-connection" duly mentioning that the siding is disconnected with immediate effect (from the date of notification). The Notification/ Circular will be endorsed to all concerned advising them 'not to book any traffic to that siding'. Such 'Notification/ Circular' will be issued by PCCM office within a period of 5 (five) days from the date of receipt of application from the party.

Para 12.3 Copy of the "Notification/Commercial Circular for dis-connection" will be endorsed to all the concerned departments viz. Engineering, Operating & Commercial, Electrical, S&T and Accounts departments etc. at Head quarter and division office.

Para 12.4 Sr. DEN of the concerned division shall initiate action to disconnect the siding by any of the means of disconnection.

Para 12.5 The division concerned shall raise bills for amount dues payable by the siding owner only upto the date of issue of "Notification/ Commercial Circular for dis-connection" by the PCCM. Maintenance charges/ inspection charges, Staff cost etc shall be levied only upto the date of issue of "Notification/ Commercial Circular for disconnection" by PCCM.

Para 12.6 After getting details from the concerned departments regarding dues payable by the siding owner, the same will be intimated to the siding owner by PCCM's office. On receipt of payment of all the dues from the siding owner, PCCM's office will issue final 'Closure Notification' Copy of the 'Closure Notification' will be endorsed to all the zonal railways/ all concerned.

Para 12.7 In case of advance deposition of Staff cost, maintenance charges, Inspection charges etc. by the siding owner, the same will be refunded to the siding owner after adjusting any other amount due from siding owner.

2.0 In view of the above policy modification, necessary changes may be made by the zonal railways in Private Siding Agreement as well as other documents, wherever required.

3.0 This issues with the approval of Civil Engineering, Signal & Telecommunication, Electrical Directorates and concurrence of Finance Directorate of Ministry of Railways.

4.0 The receipt of this letter may be acknowledged.


23/6/2020


23/6/2020

(Mudit Chandra)
Director Freight Marketing

No. 2018/TC(FM)/14/04.

Rail Bhavan, New Delhi – 110 001, dated 23 .06.2020

Copy forwarded for information to :

1. The Principal Financial Adviser, All Indian Railways.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

For - Financial Commissioner/Railways

No. 2018/TC(FM)/14/04.

Rail Bhavan, New Delhi – 110 001, dated 23 .06.2020

1. The Principal Chief Operations Manager, All Indian Railways.
2. The Principal Chief Commercial Manager, All Indian Railways.
3. The Principal Chief Engineer, All Indian Railways.
4. The Chief Administrative Officer (Const.), All Indian Railway.
5. The Chief General Engineer, All Indian Railways.
6. The Chief Traffic Planning Manager, All Indian Railways.
7. The Chief Commercial Manager (FM), All Indian Railways.
8. The MD/ CCM, Konkan Railway Corporation Ltd., Belapur Bhawan, Plot no. 6, Sector-11, CBD Belapur, Navi Mumbai – 400014.
9. The General Manager, Centre For Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
10. Director General, National Academy for Indian Railways, Lalbaugh, Vadodara – 390004 (Gujarat).
11. Director General, Indian Railways Institute of Transport Management, Hardoi By-pass Road, P.O. Manak Nagar, Lucknow – 226001.
12. AM(Traffic), AM(Commercial), AM(Civil Engg.), AM(Works), AM(Elect.), AM(Mech.), AM(Signal), Adv.(F), Adv.(Vig.), Adv.(FM), EDCE(G), EDPM, EDPG, EDTC(C), ED/Works, EDCE(G), EDCE(P), ED/Infra.(Civil), ED/PSU, EDV(E), EDV(T), ED(FC), EDME(Frt.), ED/RE(P), DF(C) in Railway Board.
13. CRB, FC, MT, ME, MRS, M(Traction), MS and Secretary/ Railway Board - for kind information.

(Mudit Chandra)
Director Freight Marketing

Procedural Guidelines & Time-Line for setting up of Private Sidings

1.0 The approval process and timelines for Private Siding :

1.1 The entire approval process will be operated through two Standing Committees – one each at Zonal and Divisional levels to accord approval of proposals for private sidings and monitor the compliance of mandated timelines.

1.2 The Constitution of the Committees should be as follows:

<u>Division Level</u>		<u>Zone/ HQ level</u>	
DRM	Chairperson	PCOM	Chairperson
Sr.DOM	Convenor	CTPM	Convenor
Sr. DCM	Member	CCM/FM	Member
Sr. DEN(Co)	Member	CE(G)	Member
Sr. DEE/TRD	Member	CEDE	Member
Sr. DSTE	Member	CSTE/Plg.	Member

1.3 The member of above Committees at the divisional and headquarter level shall be by designation and in absence of the incumbent, the officer looking after either formally or as link officer shall discharge this function.

1.3.1 The convenor will initiate and maintain the case file and coordinate for the meetings of Standing Committee.

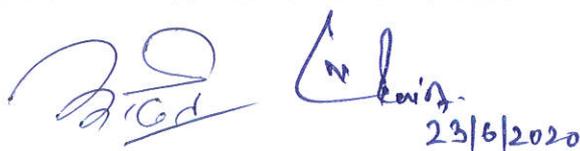
1.3.2 The Divisional Standing Committee on Private Sidings and PFTs shall conduct due diligence on the eligibility documents and the siding layout proposal. For this, the Standing Committee will consider all relevant issues across the table and take decision accordingly. If needed, the committee may also ask applicant to attend the meeting. The Committee will hold its meetings on pre-determined frequency, ideally a day should be fixed, but the frequency should not be more than a month. The Convenor will be responsible for maintaining records of the Committee Meetings, a copy of which may be shared with the Applicant.

1.3.3 The Zonal Level Committee will also work on similar lines.

1.4 In Principle Approval (IPA) – Stage 1 (at the Divisional Level):

1.4.1 Stage 1 (at the Divisional Level):

1.4.1.1 For setting up of Private Sidings, the applicant shall submit online application on Indian railway website <https://ircep.gov.in/PVTSDG> so as to enable online

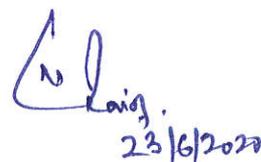

23/6/2020

tracking of status of application/ approval with SMS alert on registered mobile number of applicant.

- 1.4.1.2 In addition to on-line application, the applicant shall also submit hard-copy of application in the prescribed proforma (along with the requisite documents) duly signed by authorized signatory of the applicant firm to the concerned Division along with a non-refundable deposit of Rs. 20,000/- in the form of Demand Draft in favour of FA&CAO of the concerned zonal railway (for example - if the proposal is in the jurisdiction of South Central Railway, Demand Draft will be in favour of FA&CAO, South Central Railway).
- 1.4.1.3 The process will start with submission of hard copy of application by the applicant to the Division in the prescribed proforma, with required fee and documents.
- 1.4.1.4 The In-Principal Approval (IPA) will be confined to (i) understanding the eligibility of the Applicant; (ii) whether a takeoff can be given at the serving station; (iii) whether the station has the requisite infrastructure for construction of proposed siding; (iv) whether 'Electronic In-motion Weighbridge' can be installed inside the siding or outside; and (v) operational plan for traffic projection, assessment about requirement of additional capacity on IR network etc.
- 1.4.1.5 The time limit for IPA at the Divisional Level will be 21 days from the date of submission of application by the party.
- 1.4.1.6 On completion of the exercise at the Divisional level, the proposal with the recommendations of the Divisional Standing Committee shall be sent to the CTPM for further consideration of the Zonal Committee. In case of any delay beyond stipulated 21 days, adequate reasons should be recorded on the file by the DRM.

1.4.2 Stage 2 (at the Zonal Level)

- 1.4.2.1 The time limit for the approval of Private Siding proposal at the Zonal Level will be 10 days from the date of receipt of documents from division.
- 1.4.2.2 The Standing Committee on Private Sidings at Zonal Railway's level shall consider all relevant issues of the private siding proposal across the table, in Committee's Meeting and take decision during the course of meeting itself.



23/6/2020

1.4.2.3 CTPM shall convey In-Principal Approval of headquarter to the DRM of the concerned division.

1.4.3 Stage 3 – Communication to the Applicant

1.4.3.1 'In-Principal Approval (IPA)' shall be communicated by the Division to the Applicant within 5 days of receipt of approval from Headquarter.

1.4.3.2 The IPA shall be deemed as 'lapsed' after expiry of 180 days from the date of communication of IPA to the applicant, if Detailed Project Report (DPR) along with stipulated codal charges are not received from the applicant. In this case, application fee shall be forfeited by railways. After expiry of the above period, if the applicant intends to continue with his proposal, he shall be required to submit a fresh application along with the prescribed application fee.

1.4.3.3 A periodical review of In Principal approved proposals should be carried out by the zonal railway. In case of non-responsive proposal, the proposals should be cancelled and closed.

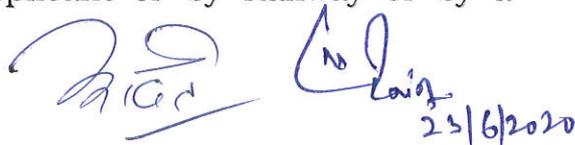
1.5 Detailed Project Report (DPR)

1.5.1 Stage 1 –At the Divisional Level:

1.5.1.1 The Applicant shall submit the DPR along with all relevant drawings, especially proposed ESP to the DRM within 45 days of receipt of the IPA. The DRM may condone any delay beyond this limit up to 30 days for valid reasons to be recorded in writing. If the party fails to submit DPR beyond the condoned period, the IPA shall be withdrawn by the railway.

1.5.1.2 The scope of the DPR approval shall, inter alia, include the following –

- A. Approval of ESP drawing which shall include, inter alia, clear markings defining Common User Facilities;
- B. Approval of area of railway land to be licensed for connectivity;
- C. Detailed estimate of the Private Siding covering all departments clearly specifying estimate of work in Railway premises as well as outside Railway premises;
- D. Approval of mode of execution, i.e. whether work shall be executed by the Applicant or by Railway or by a

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combination of both modes. In case it is decided that the applicant has to take up work on Railway land to complete connectivity and other necessary infrastructure work including station or yard modification, if any, then the approval of the DPR shall be construed as approval to the Applicant to take up the work for which the Railway will pay the applicant as per the approved terms and conditions of DPR.

- E. Approval of the milestones and the timelines for the execution of the work in the DPR up to the Commercial Notification of the Private Siding, which should not normally exceed 18 months after approval of DPR.

Note-1: Before approval of DPR, ESP should be approved.

Note-2: Any structural change demanded by the Railways after Final approval of DPR, shall require personal approval of GM.

- F. The levy of Departmental and General charges on the cost of the project, especially with reference to the land owned by the Private Siding applicant, shall be based upon the provisions of the Engineering Code.

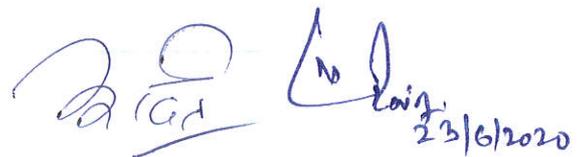
1.5.1.3 The Division shall send the Applicant's DPR proposal to the Zonal Headquarters, where the CTPM shall be the coordinating officer for approval of DPR at HQ level.

1.5.1.4 The process of examination of the DPR at the Divisional Level and communicating the same to the HQ should be completed within **30 days from the receipt of DPR from the applicant.**

1.5.2 Stage 2 - At the Zonal Level:

1.5.2.1 The CTPM shall be the coordinating officer at the Headquarters for approval of DPR at HQ level. The Headquarter shall approve the DPR **within 30 days** from the date of receipt of same from division.

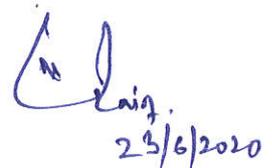
1.5.2.2 The Zonal Committee, under the Chairpersonship of the PCOM, shall approve the DPR; which shall include the final Engineering Site Plan (ESP) duly approved by the concerned department as per extant instructions; all within 30 days. Any subsequent changes in the DPR (except any revision in the ESP (Engineering Scale Plan) or LOP (Layout Plan) or SIP (Signal & Interlocking Plan), etc. not affecting the DPR estimates) at any stage would require the approval of GM on the recommendations of the Zonal Committee.

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- 1.5.2.3 CTPM shall communicate approval of the DPR to the DRM of the Division as well as all the concerned departments in the HQ.
- 1.5.2.4 The Division shall communicate the approval of the DPR to the Applicant and direct him to deposit all statutory and codal charges and start the work.
- 1.5.2.5 The whole process leading to the communication of the approval of the DPR to the applicant should be completed within **70 days** from the date of submission of the DPR by the Applicant to the Division. This timeline shall stand suitably enhanced in the event of any revision required by the Railway Administration in DPR or ESP, but in no case exceeding 15 days beyond 70 days.

1.5.3 Stage 3 At the Divisional Level:

- 1.5.3.1 On receiving the approval of DPR, Divisional Committee should regularly monitor and ensure the following:
- A. Preparation of SIP, which will have to be subsequently sent to the HQ for final approval by CSTE or his nominated official;
 - B. Submission of drawing for OHE & PSI installations such as sectioning diagram, LOP, SED, Power supply diagram, wiring diagram, etc. by Siding Owner. Sectioning diagram, power supply diagram will subsequently be sent to HQ for final approval of **PCEE** or officer nominated by him.
 - C. Land Licensing; if any
 - D. Other approvals needed such as Panel Face Diagram, Station Working Rule Diagram, Station Working Rules, Track bonding Plan, Cable Core Plan, Cable Route Plan, Selection tables/ Interlocking tables, Wiring Diagrams, Relay Rack Positioning, CSD (Cross Sectioning Diagram), Traction Sub-station modification Diagram if required, etc.
- 1.5.3.2 All these activities (A-D) and the requisite approvals from the HQ should be completed within **45 days of receipt of approval of DPR from HQ.**
- 1.5.3.3 The Applicant shall:



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- (i) Commence work within **90 days** of receipt of the DPR approval; and
- (ii) Complete the work within the timelines laid down in the approved DPR which should not normally exceed **18 months**.

1.5.3.4 The Divisional Level Committee shall ensure that the necessary permissions are given to the applicant for timely completion of the work.

1.5.3.5 The Divisional Level Committee shall facilitate the Private Siding in obtaining requisite statutory clearances with the intent of commissioning the private siding **within 30 days** of the intimation of completion of the work by the Applicant.

1.6 **Construction and monitoring of progress**

1.6.1 To ensure adherence to the timelines, there should be a system of monthly reporting to the GM, on the status of the progress on the approval and construction of the siding/ PFT by the DRM at the Division level and the CTPM at the HQ level.

1.6.2 A similar system of reporting should be introduced in the MCDO of the Zone to the Railway Board.

1.6.3 The convenor of respective committees shall ensure timely online updation of status/ position in regard to various stages of approvals and construction of Private Sidings/ Private Freight Terminals on Indian railway website <https://ircep.gov.in/PVTSDG> so as to enable online tracking of status of application/ approval with SMS alert on registered mobile number of applicant.

2.0 **Standardization of essential facilities related to grant of approval to a new freight terminal including its layout:** Essential facilities to be provided can be seen in two categories – infrastructure inside the terminal and the infrastructure required at the serving stations.

2.1 **Inside the private siding/PFT:**

2.1.1 The number of handling lines required in siding should be assessed by the siding owner/ applicant. To avoid detention of rakes, Zonal Railways may use the norms prescribed in Railway Board's letter No. 2007/PL/25/1 dated 05.06.2007, as modified from time to time, as indicative guidelines.

2.1.2 Apart from the handling lines, there should be a Brake Van (BV) Siding. (This BV siding could be in either loop line template or a BV siding taking off as a spur from one of the handling lines. The spur template eliminates requirement of more land, length wise. In

case of spur template, the BV siding could be increased in length to 100 metres to create a combined siding for reversal and holding of BVs as well as any sick wagon arising at the siding.

- 2.1.3 In case the Private Siding plans to handle containers, steel or any other kind of crane consignment for which full OHE wiring would not be necessary then the same should not be insisted upon. However, the siding owner should have top-wiring facility.
- 2.1.4 Interlocking of yard inside siding can be as per the requirement of the siding owner. However, if the maintenance is to be done by Signal Dept., then the interlocking should be as per extant rules and directives. The work of siding to be done as per the approved ESP/SIP and requirements spelt out by the User Department. The cost to be kept as per the standard provisions and last accepted rates and would be open to the scrutiny by siding owners before undertaking the work.
- 2.1.5 Siding owner will be required to provide rest room facilities for crew and guard at the siding at its cost. The siding owner will also permit the train crew and guard to avail the facilities of staff canteen in their premises, if available, on payment of charges as prescribed for their own staff.

2.2 **Infrastructure at the Serving Station**

- 2.2.1 In case major infrastructural modifications such as additional loop lines, new panel for RRI or SSI, shifting of stations building etc., are required at the serving station, completion of such work should not be linked to the commissioning of the Private siding.

3.0 **Execution of work (Civil, S&T and OHE work) by the Siding Owner through approved consultant**

- 3.1.1 Siding Owner shall be permitted to appoint a Consultant for the work as laid down under paragraph 1828 of Indian Railways Engineering Code.
- 3.1.2 For this purpose the Engineering, S&T and Electrical (Distribution) Departments of the Zonal Railways shall maintain a list of Approved Consultants from whom the Siding Owner shall be at liberty to engage any consultant from the list.
- 3.1.3 On completion of the Civil, S&T OHE works in the siding, the Zonal Railways may accept necessary certification given by any recognised certification agency.


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