

HANDLING OF GOODS, PARCEL, ETC.

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LOADING AND UNLOADING BY CONTRACTOR:- The contracts for the handling of goods/parcel sheds, railway stations, dumps transshipment and repacking points, and on repacking goods/parcels trains, are awarded by the Headquarters/ Divisional Office. The station concerned will be supplied with a copy of the agreement with the contractor, stipulating the term and conditions under which the handling is to be done, and the rates at which the contractor's remunerations are to be paid. Station Masters are responsible to ensure that all the items of work to be performed by the contractor as per agreement are carried out by him, and that no other agency is employed for the same purpose.

The handling work required to be done by the contractor normally includes:-

- (i) Loading of general goods into railway wagons;
- (ii) Unloading of general goods from railway wagons;
- (iii) Transshipment of goods from sick and damaged wagons direct from one wagon into another or on the ground and from the ground into wagon irrespective of the interval of time which may have to elapse between the different parts of the operation.
- (iv) Transshipment at junctions/break-of-gauge stations of goods from one wagon into another or on the ground and from the ground into wagons, irrespective of the interval of time which may have to elapse between the different parts of the operation.
- (v) Loading and unloading of packages from section Road Vans made up at the station or detached and unloaded at the station as opposed to Section Road Vans on van goods trains;
- (vi) Loading and unloading goods, parcels etc., into and from all trains-passenger, goods, parcel and mixed;
- (vii) Loading and unloading 'smalls' received and dispatched by van goods trains in charge of Guards;
- (viii) All minor operations necessary for the effective performance of the foregoing operations;
- (ix) Sorting the contents of seal defective wagons for checking purposes partially unloading or loading the same, if necessary;
- (x) Handling of unconnected and/or mis-despatched wagons;
- (xi) Loading and unloading of 'L' condition goods when directed by the administration;
- (xii) Loading, unloading and transshipment of goods at non-contract station if necessary; and
- (xiii) Load reducing and adjustment of loads.

General station duties as may be included in agreement will also be performed by the contractors in addition to the work of handling. These general station duties include:-

- (i) Sweeping and cleaning wagons before loading;
- (ii) Placing on and removing from weighing machines outward goods, requiring to be weighed.

- (iii) Placing on and removing from weighing machines inward goods which are to be weighed or reweighed;
- (iv) Placing or assisting to place wagons by hand shunting in position for loading and unloading under the supervision of a Traffic official.
- (v) Closing and assisting in sealing of outward wagons;
- (vi) Sheeting and unsheeting wagons including those booked under 'L' condition;
- (vii) Folding of tarpaulins not in use and placing them in their proper place;
- (viii) Handling of packages in godowns to enable inventory of goods being taken by railway staff;
- (ix) Stacking of goods at particular places in the goods sheds or on railway platforms;
- (x) Handling of goods in railway premises including cash safes, postal bags and packages booked under free service way-bills;
- (xi) Other items as necessary for a particular station;
- (xii) Supply of labour for tying ropes and chains and otherwise assisting in the operations of the cranes in cases of loading, unloading and transshipment of heavy goods by hand/ steam/ mobile cranes;
- (xiii) Sorting and adjustment of Road Vans; and
- (xiv) Such other minor duties as are found necessary for the effective performance of the foregoing duties.

Labour employed by the contractor:-

- (a) The contractor is responsible for providing at all times, and as and when required, a sufficient number of able bodied adult male labourers to perform all the work of portage under his contract. He will also arrange, on demand of the Station Master on duty for such additional number of labourers, as required, if it appears that the number labourers present is insufficient for the work to be performed.
- (b) The contractor is not permitted to employ any labourer below the age of 15 years. Nor he should under any circumstances, employ any employees of the railway administration for the purpose of carrying out his contract nor any person previously in the employment of the railway, without a written permission from the Chief Commercial Superintendent.

LEASING OF PARCEL SPACE IN THE BRAKE VANS (SLRs) BY PASSENGER CARRYING TRAINS AND LEASING OF PARCEL VANS ON ROUND TRIP BASIS.

1. Any person or cargo operator or transporter having Indian citizenship, or any agency or company registered in India is eligible to participate in leasing tender.
2. The applicant must be a registered lease holder on the division where the tender is floated.
3. In case the tender has been floated by Zonal headquarters, then the applicant must be a registered lease holder at Zonal headquarters.
4. The scheme for leasing of parcel space is not applicable

from/to city booking agency or out agency.

**CATEGORIES OF REGISTRATION NAMELY 'A', 'B' AND 'C'.
DETAILS ARE AS FOLLOWS:-**

Category	Registration Fee	Parcel space permissible
'A'	Rs. 20,000/-	Asstt. Guard's cabin, SLRs and VPs
'B'	Rs. 10,000/-	Asstt. Guard's cabin & SLRs
'C'	Rs. 2,000/-	Asstt. Guard's cabin