

Guidelines/Procedure for Advance Stacking at Railway premises:

1. Advance stacking of goods at Railway premises may be permitted by Zonal Railways without levy of any charges for this purpose.
2. The detailed instructions for advance stacking of goods at stations will be notified in accordance with the policy guidelines. The instructions will include names of stations/goods sheds where advance stacking is permitted, number of days for which stacking is permitted and type of commodities which can be stacked/restricted etc.
3. Permission for advance stacking will be granted to such rail users only, who have indented for the wagons.
4. Rail users desirous of availing the facility of advance stacking, will apply for advance stacking *inter alia* mentioning the details of indent and giving an undertaking that the stacking will be done at their own risk and responsibility. No claims for loss, damage etc. arising out of stacking will be admissible. The format of application for advance stacking is given separately.
5. The period of Advance stacking in no case shall exceed five days. Where as different stacking periods for different stations depending upon the number of rakes handled shall be specified by the Divisions/stations.
6. (i) Sr.DCMs, in consultation with Sr.DOMs are authorized to grant permission for advance stacking up to a maximum period of five days. However, the permission for advance stacking shall be granted keeping in view the traffic pattern, number of rakes handled, availability of space etc. at the stations/goods shed concerned. Such advance stacking should not lead to hold up of other Inward and Outward traffic.

(ii) However, in exceptional cases where additional traffic and additional earning will accrue, permission may be granted for advance stacking for more than 5 days on case to case basis. Permission for advance stacking for period upto 10 days must be granted with the approval of DRM on recommendation of Sr.DCM & Sr.DOM, and for the period beyond 10 days with the approval of GM on recommendation of CCM & COM.

7. Wagons will be supplied against the registered indent only after the expiry of the permitted time for advance stacking or completion of stacking, whichever is earlier. After supply of wagons and expiry of free time for loading, rules for levy of Wharfage charge will apply.
8. Once advance stacking permission has been granted, cancellation of indent will not be permissible up to fifteen days from the 1st day of advance stacking. In case rail user cancels the indent within aforesaid period, stacking charges will be levied for the whole period of stacking.
9. However, if a Rail User cancels his indent after fifteen days from the 1st day of advance stacking and the wagons have not been supplied till such time, no stacking charge will be levied. In such a case, consignment should be removed within 24 hours of the cancellation of indent, else it will attract levy of Wharfage charge for period beyond 24 hours of the cancellation of indent.
10. Records of particulars (eg. date, time etc.) are also maintained at stations in all cases where advance stacking has been permitted.
11. No stacking charge will be levied till the supply of wagons even if supply is not done immediately after completion of stacking or lapse of advance stacking period.
12. Stacking charges shall be levied at the rates of Wharfage charges as prescribed by Railway Board and as amended from time to time.
13. The extant rules for waiver of Wharfage charge shall also be applicable in the case of waiver of stacking charge also.

(Ref: Rate circular 21/2007 vide Board's letter no. TC-I/2005/201/2 pt.B dated 8-3-2007 & Board's letter no. TC-I/2005/201/2 Pt.B dated 20-08-2007)

Application for permission of Advance Stacking

Date:

To,
Sr.DCM
Divisional Railway Manager's Office,
(Name of Division).

Sub: Permission for Advance stacking.

Respected Sir,

With reference to the above subject, you requested to grant permission for advance stacking; the detailed information is furnished below.

1.	Applicant/Consignors name	
2.	Indent no. and date	
3.	Station from	
4.	Station to	
5.	Name of Commodity	
6.	No. of units to be stacked	
7.	No. of rakes indented	
8.	Stacking date from	
9.	Stacking date to	

I/We hereby undertake that the stacking will be done at our own risk and responsibility. Any or loss, damage etc. arising out of stacking will not be claimed and there will be no obstruction in goods shed/station premises working due to stacking. I/We shall follow all the rules and instructions issued by Railways from time to time.

Signature/Thumb impression:
Name/Stamp of the Consignor:
Date of application: