USER MANUAL FOR LEVY OF LATE PAYMENT CHARGE ON RR

# IMPLEMENTATION IN FOIS/TMS APPLICATION

Based on the instructions issued by the Railway Board vide the **Rates Circular No. 02 of 2017**, the following changes were made in FOIS/TMS Application and FOIS/TMS Queries.

Levy of Late Payment Fee shall be reported in the system by the Railway User in two different instances:-

A. At the time of RR Generation

B. After the RR is generated and before Collection of the Freight is reported.

1. No To-Pay RR shall be issued in any case by the FOIS/TMS Application.

2. A validation check is introduced in the 'RR Generation' Task of FOIS/TMS Application wherein the Railway User shall not be allowed to generate a To-Pay RR.
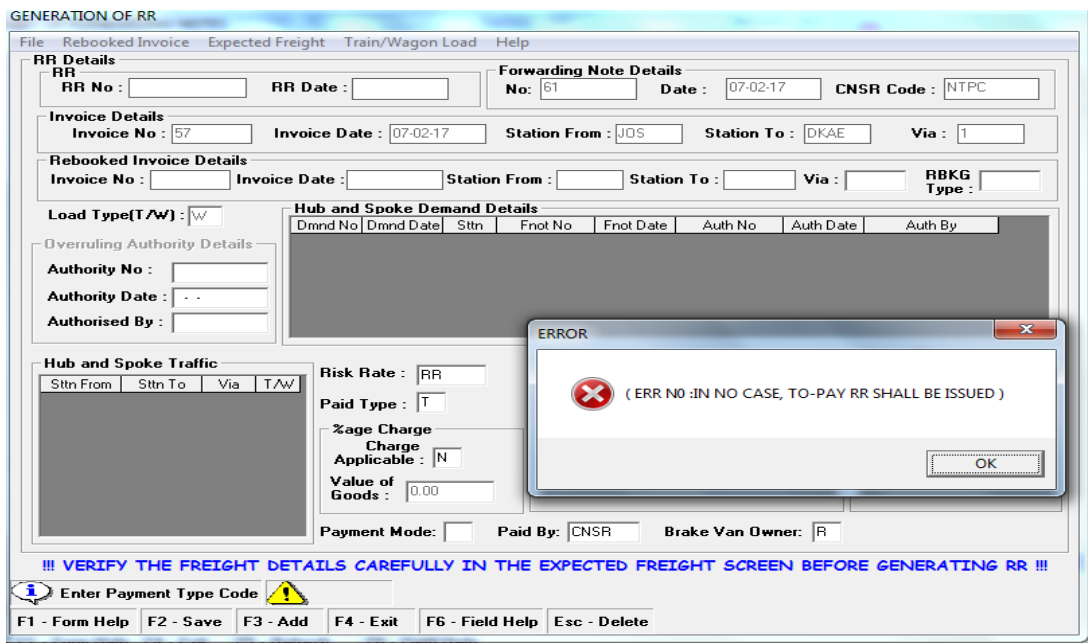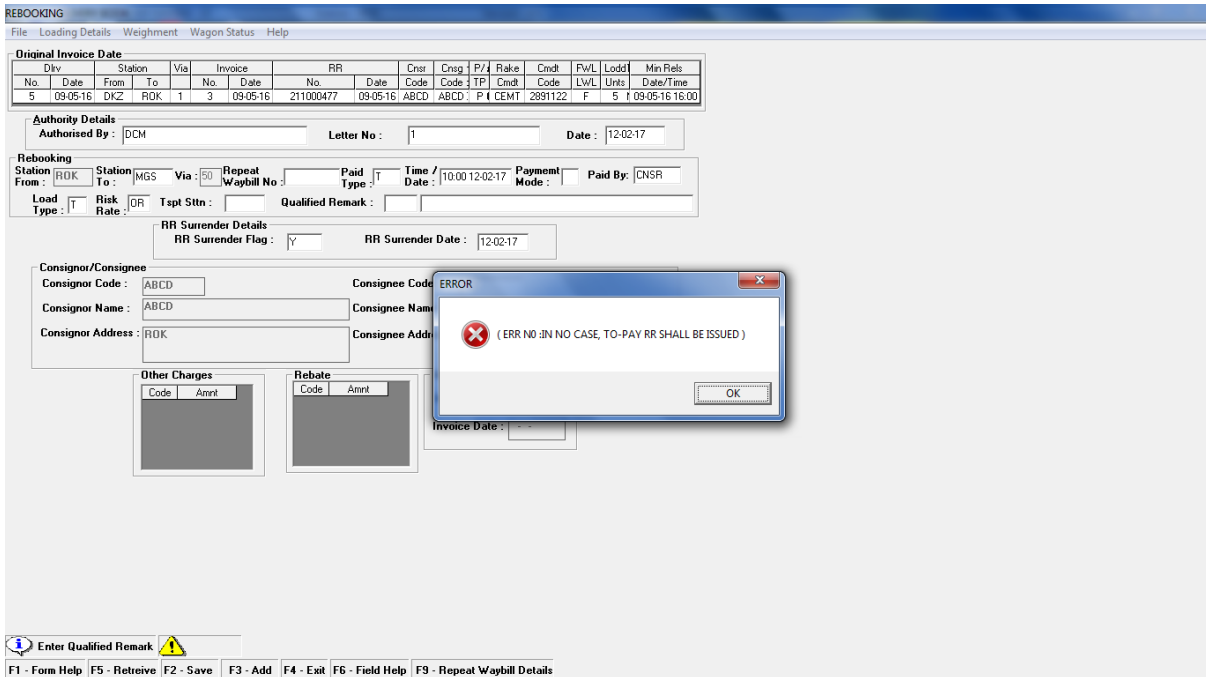

3. A validation check is introduced in the 'RR Conversion' Task of FOIS/TMS Application wherein the Railway User shall not be allowed to convert a Paid RR to a To-Pay RR.
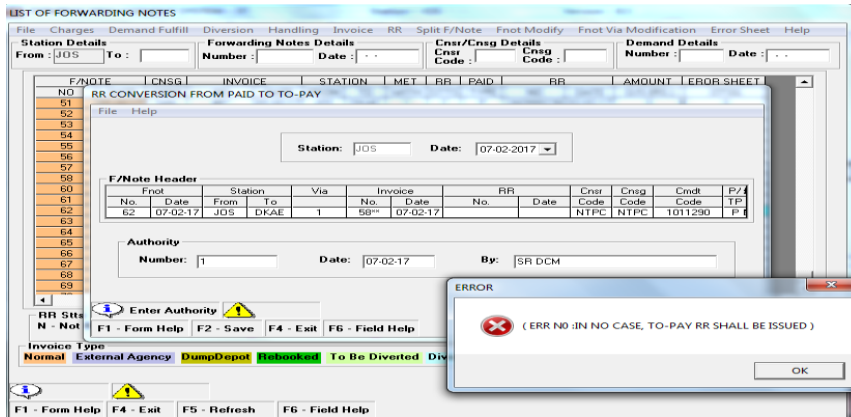
4. Similar validation checks are also introduced in the tasks of generation of Supersessional RR and Rebooked RR in FOIS/TMS Application.

   a. Rebooking Screen of FOIS/TMS Application

b. Diversion Screen of FOIS/TMS Application

5. The Late Payment Fee is not applicable on RRs generated through 'E-Payment' Mode.

6. Once the RR Number is generated (i.e., either after collection of Freight or generation of ERR against LC/BG but payment is not received), the Railway User shall not be allowed to levy the Late Payment Fee.

7. Late Payment Fee shall be calculated on the total NTR amount (i.e., NTR of Basic Freight + NTR on POL1 + NTR on POL 2) as is being done in case of To Pay Surcharge.

8. The amount shall be rounded off to two decimal places as is being done for other cases.

9. This shall be applicable on Invoices generated on or after 15-02-2017 as per the valid from date of the RC.

A. At the time of RR Generation

In case the Railway User desires to levy the Late Payment Fee on the RR at the RR Generation stage, the following process shall be followed:-

1. For the instructions regarding levying the "Late Payment Fee" on the RR when the Customer makes the payment after the extant time period, a new Charge Code as **"LPF – Late Payment Fee"** is introduced in the list of Other Charge Code Master.

2. As FOIS/TMS Application does not capture the information regarding the permissions given by Railway Authorities for the Customer to pay the freight, the Railway User shall select the Code **"LPF"** at the time of RR Generation to levy the same manually. **System shall not verify the applicability of the Late Payment Fee on the RR based on the time limit as mentioned in the RC.** However, the amount of the Late Payment Fee / percentage shall be calculated by the System based on the Commodity loaded as mentioned in RC as @10% in case of Coal Traffic and @5% in case of General Goods Traffic. The FOIS System shall levy the Late Payment Fee as applicable based on the selection of **"LPF"** Code by the Railway User in the RR Generation Task.
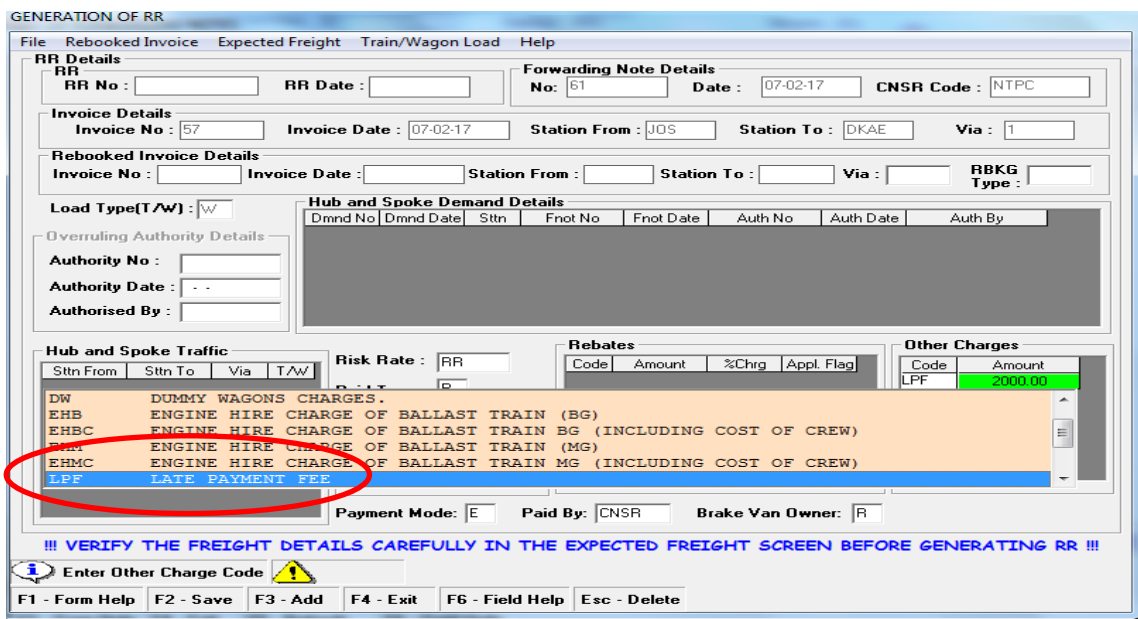
3. However, the System shall levy the accrued fee against two separate codes on the Railway Receipt (RR) as follows:

   a. **LPC – Late Payment Fee against Coal Traffic**

   b. **LPO – Late Payment Fee against General Goods other than Coal Traffic**

4. In case the Railway User specifies any amount on the RR Generation Screen alongwith the **"LPF"** Code (other than the applicable charges), FOIS/TMS Application shall overwrite the same while generating the RR with the exact amount as calculated based on the % of charge as mentioned in the RC.

## B. After the RR is generated and before Collection of the Freight is reported

1. **Once a RR is generated without levying the Late Payment Fee on the same and the Railway User desires to levy the Late Payment Fee at a later time a new task is designed** *in the TMS Queries to allow the Railway User to levy the same on the RRs through TMS Queries available on FOIS Web Site.*

2. This task is available on the **FOIS Web Site → TMS Queries → Administration → Levy Late Payment Charge on RR**.


3. This task shall be allowed to Railway Users with User Roles **'GDS-CLERK', 'HELP-DESK', 'TMS-PRXY', 'T-IMPLPRXY'** only.

4. The Railway User shall login into the TMS Queries Application as a Station User to levy the Late Payment Fee on the RR.

5. Once the User fills-in the details of Station From, Station To, Invoice Number and Date (All Mandatory), the system shall show the Invoice Details on the screen for the user to report the Late Payment Charge alongwith the Code (LPC/LPO) depending on the Commodity loaded and the Amount to be levied as per the % of Rate as defined in the RC.
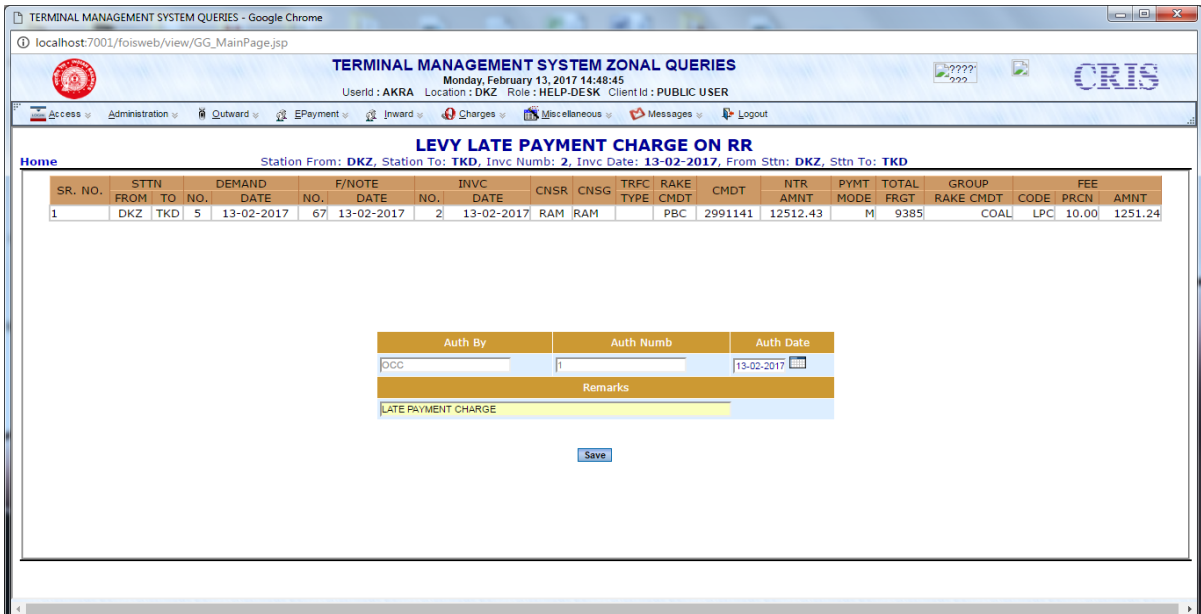
6. The user needs to enter the Authority Details and Remarks and save the details.
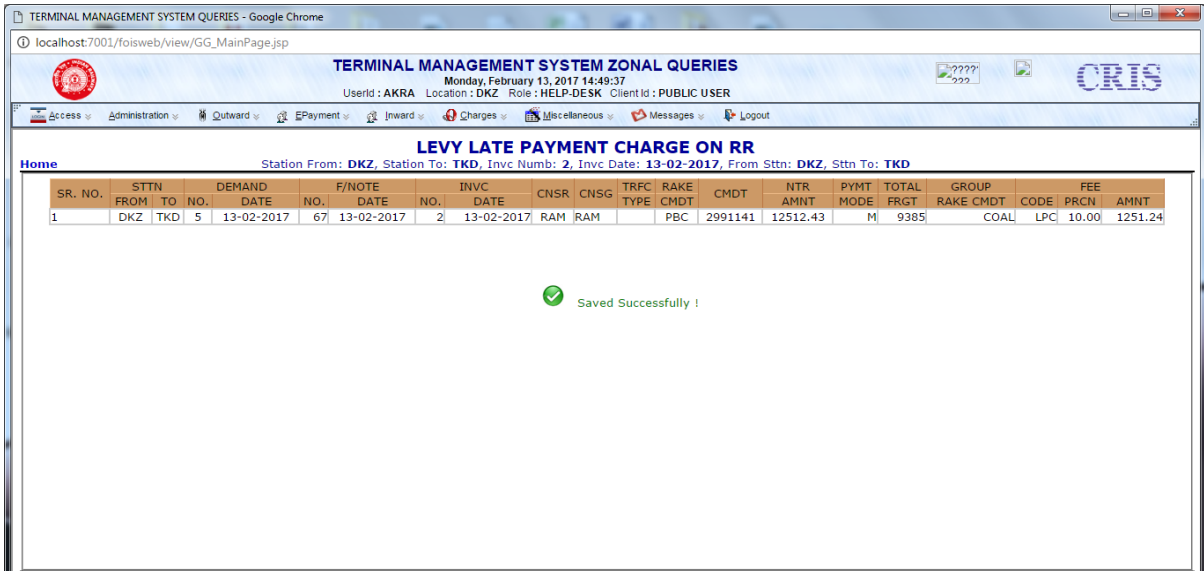
7. Once, the Railway User reports the levy of Late Payment Fee on the same RR through this transaction, the FOIS/TMS Application shall levy the Late Payment Charge as applicable on the RR based on the commodity loaded on the RR.

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