

# North Central Railway

## Citizen Charter

### 1.0 Opening of new Private Sidings/Private Freight Terminals : (Greenfield projects) (When consultant is engaged)

Sl. No.	Service	Time limit	Single Window Agency
1.1	<b><u>In principle approval</u></b>	70 days	CTPM (ctpm@ncr.railnet.gov.in)
1.2(a)	<b><u>Detailed Project Report (DPR) approval</u></b>	60 days	CTPM (ctpm@ncr.railnet.gov.in)
1.2(b)	<b><u>Drawing Approval</u></b>	45 days (w/o Bridges) 75 days (with bridges)	CE/G (ceg@ncr.railnet.gov.in)
1.3	Divisional certification after execution of the works	30 days	Sr.DOM of concerned Division: ALD (sdom@ald.railnet.gov.in) JHS (sdom@jhs.railnet.gov.in) AGC (sdom@agc.railnet.gov.in)
1.4	<b><u>Signing of Siding agreement</u></b>	15 days	<b>Sr. DCMs</b> Allahabad Division SMS to mobile 9794837343 Jhansi Division SMS to mobile 9794838950 Agra Division SMS to mobile 9760536950
1.5	Notification after certification	5 days (After receipt of Completion Certificate and signing of Siding Agt. & Land Agt.)	CCM/FM (SMS to Mobile CCNL/HQ no.9794835988)

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<b>Sl. No.</b>	<b>Service</b>	<b>Time limit</b>	<b>Single Window Agency</b> (to be contacted for progress/non-compliance)
1.1	In Principle approval	70 days	CTPM (ctpm@ncr.railnet.gov.in)

**Activities to be performed by the party**

- 1)Submission of application with feasibility report and conceptual / schematic plan.
- 2)Remittance of Rs.15000/- (non-refundable) towards feasibility study fee drawn in favour of FA&CAO/NCR.
- 3)Application for RTC to Railway Board either by Railway or by the party.

**Activities involved by Railway**

- 1)Examination of the proposal with regard to feasibility, adequacy and flexibility and observations sent to party if any.
- 2)Time limit: 70 Days (after compliance of all observations).

Remarks:

Siding application shall be routed through an approved Railway Consultant.

The arrangements will be examined by CTPM's Office and in-principle approval is granted as per the merit of the proposal.

Download Complete details

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<b>Sl. No.</b>	<b>Service</b>	<b>Time limit</b>	<b>Single Window Agency</b> (to be contacted for progress/non-compliance)
1.2(a)	DPR Approval	60 days	CTPM (ctpm@ncr.railnet.gov.in)

**Detailed Project Report Approval****Activities to be performed by the party**

The consultant on receipt of in-principle approval will submit Detailed Project Report along with PT plan as per the approved conceptual drawing along with Initial codal charges (This Zone is collecting 2% towards initial codal charges).

**Activities involved by Railway**

CTPM's office after examining DPR will forward the PT Plan and DPRs to concerned division / Hqrs for processing approvals.

Time limit : **60 Days**(after compliance of all observations).

**Remarks:**

CTPM's office after examining DPR will forward the PT Plan and DPRs to concerned division / Hqrs for processing approvals. On receipt of the divisional approved Plan, The CGE's office will make BP copies of the same and circulate to the concerned departments for approvals. On receipt of approvals from all the departments of head quarters CGE's office will forward final approved ESP to CTPM's office with comments /observations by various departments for compliance by the party and Consultants. The same is issued to Consultants by CTPM's office advising them to carry out the siding construction work as per the approved ESP.

## Opening of new Private Sidings/Private Freight Terminals:

(Greenfield projects) (When consultant is engaged)

Sl. No.	Service	Time limit	Single Window Agency (to be contacted for progress/non-compliance)
1.2(b)	Drawings Approval	45 days (w/o Bridges) 75 days (with bridges)	CE/G <a href="mailto:ceg@ncr.railnet.gov.in">ceg@ncr.railnet.gov.in</a>

### Drawing Approval

#### Activities to be performed by the party

The consultant on receipt of in-principle approval will submit PT plan along with Detailed Project Report as per the approved conceptual drawing

#### Activities involved by Railway

CTPM's office after examining PT Plan will forward it to concerned division for processing the same. On obtaining divisional approval Sr.DEN/Co-Ord will forward the approved plan to HQs office (CE/G ) who will then circulate the same to PHODs of Engg, Elec, S&T, Commercial and operating departments.

Time limit : **75 Days**

#### Remarks:

CTPM's office after examining DPR will forward the PT Plan and DPRs to concerned division / Hqrs for processing approvals.

On receipt of the divisional approved Plan, the CE/G 's office will make BP copies of the same and circulate to the concerned departments for approvals.

On receipt of approvals from all the departments of Head quarters, CE/G 's office will forward final approved ESP to CTPM's office with comments /observations by various departments for compliance by the party and the consultants. The same is issued to Consultants by CTPM's office advising them to carry out the siding construction work as per the approved ESP.

**Opening of new Private Sidings/Private Freight Terminals:**

(Greenfield projects) (When consultant is engaged)

<b>Sl. No.</b>	<b>Service</b>	<b>Time limit</b>	<b>Single Window Agency</b> (to be contacted for progress/non-compliance)
1.4	Signing of Siding Agreement	15days	Sr. DCMs Allahabad Division SMS to mobile 9794837343 Jhansi Division SMS to mobile 9794838950 Agra Division SMS to mobile 9760536950

**Signing of siding agreement**

On completion of the in-principle approval, DPR approval and Drawing approval the signing of siding agreement to be entered between siding owner and Railways.

**Activities to be performed by the party**

On completion of the siding with all facilities viz. EIMWB, FOIS etc. the siding owner shall submit -

1. Land licensing Agreement with Division.
2. Installation and Calibration EIMWB (Weigh Bridge).
3. Track Fit Certificate (will be issued by ADEN of the Division/Section)
4. EIG certificate issued by Sr.DEE/TRD's office in Electrified territories
5. Handy sized Sketches 14 (signed by Party Consultants and signed by Sr.DEN/Co-Ord, Sr. DCM & Sr.DOM.
6. Completion Drawing along with Chartered Accountant certified Completion estimates and payment of Balance codal charges.
7. 09 copies of private siding agreement signed by party besides Non Judicial stamp paper 100 X 3.

**Activities involved by Railway**

On receipt of all the above Sr.DCM will sign the agreement and forward the same to CCM/FM for notifying the siding.

Time limit: **15 days**