

Item No. 18

Application for preferring Compensation Claims for Damage, Shortage Or Loss of Goods Or Parcels

Letter No. _____

Dated _____ .

To,
The Chief Claims Officer
Concerned Zone

Dear Sir,

Sub:- Claim for compensation: Invoice/Railway Receipt / Parcel Way Bill / Luggage Ticket No. _____ ..

From _____ . To _____

Under section 106 & 192 of Railways Act 1989, I preferred claim with the Railway, particulars of which are detailed below:-

1. From _____ ..(station) to _____ (station) via _____ .
2. Invoice and Railway Receipt /
3. No. of packages and description of consignment booked as shown in the Railway Receipt / Parcel Way Bill/Luggage Ticket No _____ .
4. Name of Consignor _____ ..
5. Name of Consignee _____
6. Date of delivery _____ .
7. Details of shortage, damage or loss _____ ..
8. Full particulars of the contents of missing or damaged packages showing the value of each article packed therein (short or open delivery certificate, if any, should be enclosed).
9. The amount claimed and how it is arrived at (The original trade invoice or other proof of the value of the goods together with a copy should be enclosed).
10. My/Our title to the claim (The Railway Receipt or partial delivery certificate, original or certified copy, should be enclosed).
11. Other remarks, if any _____ ..

Encl:-

1. Beejuck / Trader s Invoice
 2. Letter of subrogation, etc.
 3. Railway Receipt or Parcel delivery certificate or certified copy thereof.
 4. Short or open delivery certificate.
- Yours faithfully, (Name and Address)

tem No. 19

APPLICATION FOR REFUND OF FREIGHT

To,
The Chief Commercial Manager (Refund)

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Sub:- Claim for refund of freight for Rs ..

RR No to .Inv No to

Dated .

From . To ..

Dear Sir,

We hereby give this notice to the Railway Administration under section 106 of the Railways Act 1989, in respect of the claim for refund of freight as per details below:

Route - Distance
Charged ..

be

Distance should

Commodity ..

Class Charged

..

be

Class should

Charged
be

Rate
Rate should

Weight Charged

1. Amount of Freight Paid
Rs .

2. Amount of Freight Payable
Rs ..

3. Amount of Claim
Rs

Reason of Claim: ..

..

Please acknowledge

Yours faithfully,

Encl:-