

**Application For Preferring Compensation Claims For Damage, Shortage Or Loss Of Goods Or Parcels**

Letter No.

Dated :

To

Dy. CCM (Claims & Refunds),

Reservation Building (1st Floor),

Bhubaneswar Railway Station,

Bhubaneswar-751001

Dear Sir,

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

Under Section 106 and 192 of the Railways Act, 1989, I prefer claim with the Railway, particulars of which are detailed below :

1. From .....(Station) to .....(Station) via .....
2. Invoice and Railway Receipt/Parcel Way Bill/Luggage Ticket No.....  
..... dated .....
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 the 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 partial delivery certificate or certified copy thereof.
4. Short or open delivery certificate.

Yours faithfully,

(Full Name and Address)

For detail information, please click on [www.claims.indianrail.gov.in/rct/index.jsp](http://www.claims.indianrail.gov.in/rct/index.jsp) .