**Instructions for providing the details in Web Portal of Business Development**

1. **“Business Development & Acquisition Plan” under Task head**

**Divisional/ Zonal Performance.**

* **Divisional Projected Revenue for current Financial Year (In Rs Crore) is to be mentioned.**
* **Divisional Projected loading for current Financial Year (In Million Tonne) is to be mentioned.**
* **A divisional target in loading is to be mentioned as per target assigned by Zonal Railway for the current financial year.**
* **By clicking the Edit tab, the details submitted can be modified/rectified.**
* **By clicking the Save tab, the details submitted will be saved.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**Rail Cost**

* **Division has to select the commodity for which traffic has been generated from the Industry of freight generation.**
* **In case of selecting “Other” from the given options under the Industry of freight generation list, then specific details needs to be mentioned under the “Detail of industry column”. The said column will only be activated once “Other” is selected from the list.**
* **Type of Traffic from the originating point is to be selected from the given options.**
* **Port/terminal is to be selected from the list.**
* **Total value freight in Million Tonne has to be entered.**
* **%age of Rail Traffic to be entered.**

**(Traffic carried by the division or zone/Total traffic of the product over concerned Railway or Total production of the product over concerned Railway \*100)**

* **After filling up the above required fields, the details of rates per tonne per KM will be appeared automatically in Rail Road comparison under the head of MIS Queries.**
* **All additional cost, such as First-Mile/Last-Mile Cost, loading, unloading any other charges of taxes is to be entered by the respective division/zone collectively. The formula for calculating per tonne per KM cost is ‘’TOTAL COST (including all expenses as FMLM/Loading unloading etc.)/TOTAL KM.**
* **Save the Data for the commodity selected.**
* **Add next commodities by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**Road Cost**

* **Division needs to select the commodity under Rail Cost tab and it will show the commodity name and rates per ton per km.**
* **The division has to entered the “per ton per km cost” of Road for the selected commodity which will be inclusive of all taxes and additional charges as applicable for the comparison of Railway rates.**
* **After entering the requisite details/cost, the variation will be calculated automatically under MIS report of Rail Road Comparison.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions**

**Industry Cluster**

* **Division/Zone has to select the Industry of commodity for which traffic has been generated from the Industry of freight generation.**
* **In case of selecting “Other” from the given options under Industry of freight generation list, then specific details needs to be mentioned under detail of industry column. The said column will only be activated once “Other” is selected from the list.**
* **Commodity is to be selected from the given drop down menu.**
* **Type of traffic is to be selected.**
* **Type of stock is to be selected for the above mentioned/selected commodity.**
* **Total value freight in Million Tonne has to be entered.**

**% age of Rail Traffic to be entered. (i.e. Traffic carried by the division or zone/Total traffic of the product over concerned Railway or Total production of the product over concerned Railway \*100)**

* **Reason for competitor advantage has been selected from the options.**
* **In case of selecting “Other” from the given options under Reason for competitor advantage list, then specific details needs to be mentioned under the “Detail of competitor advantage column”. The said column will only be activated once “Other” is selected from the list.**
* **Save the Data for the commodity selected.**
* **Add next commodities by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions**

**Action Plan**

* **Select the commodity from the given options.**
* **Enter the name of the industry target /consignor under action plan.**
* **Select the type of traffic.**
* **Action with Deadline has to be selected from the given options.**
* **In case of selecting “Other” from the given options under Action with Deadline list, then specific details needs to be mentioned under the “Detail of Action Plan” column. The said column will only be activated once “Other” is selected from the list.**
* **Select the Officer nominated from the list which also has multiple selection option.**
* **Cost involved if any under the action plan is to be mentioned (Rs in Crore).**
* **Volume targeted in Million Tonne has to be entered.**
* **Revenue targeted (Rs in Crore) has to be entered.**
* **Cost involved (Rs in Crore) for this action has to be entered.**
* **After entering the requisite details, select Handholding required from Railway Board.**
* **If Handholding required, then select the option i.e. proposal already uploaded or upload a new proposal for handholding.**
* **Fetch the already uploaded proposal file for the reference. or**
* **Upload a new proposal, Give a brief of proposal and select the proposal type and click on upload.**
* **Select Proposal type and enter brief description below.**
* **Transportation requirement or types of rakes needed has to be selected from the given options under stock type.**
* **Submit your remarks regarding the proposal uploaded, if any.**
* **Click on upload proposal.**
* **Click on ‘Save the Data’ after uploading is successful.**
* **Upload fresh proposal/existing proposal, if any by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**
* **Zonal Railway will examine the proposal received, if any from divisions and thereafter the same will uploaded for assistance of Railway Board along with required documentations and approval of PHODs.**

**Initiatives Taken**

* **Select the commodity for which initiatives has been taken.**
* **The details of initiatives taken has to be submitted in brief ( i.e. not more than 50 words) for one commodity.**
* **Increase in traffic (in million tonne) due to initiative taken has to be submitted in the increase in traffic field.**
* **Revenue increase (Rs in Crore) due to initiative taken has to be submitted in the Additional Revenue field.**
* **Remarks or any other assessment is to be mentioned, if any (i.e. not more than 50words).**
* **Save the data and add more initiatives commodity wise by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions**

**Logistics Partners**

**a.Freight Forwarders (Current)**

* **Enter the name of the existing freight forwarder.**
* **Enter the contact details of the existing freight forwarder.**
* **Enter the volume of traffic (in Million Tonne) under existing freight forwarder.**
* **Enter the revenue generated (Rs in Crore) by existing freight forwarder.**
* **Enter the originating and destination station of the traffic generated by freight forwarder.**
* **Select the type of commodity from the given options.**
* **Select the date of commissioning of freight forwarder.**
* **Provide any other assessment or remarks in brief (i.e. not more than 50 words).**
* **Save the data and add more by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**b. Freight Forwarders (Proposed)**

* **Enter the name of the proposed freight forwarder.**
* **Enter the contact details of the proposed freight forwarder.**
* **Enter the expected volume of traffic to be handled (in Million Tonne) by the proposed freight forwarder.**
* **Enter the expected revenue (Rs in Crore) from the proposed freight forwarder.**
* **Enter the originating and destination station of the traffic under freight forwarder.**
* **Select the type of commodities from the given options.**
* **Provide the current status of proposed freight forwarder.**
* **Provide any other assessment or remarks in brief (i.e. not more than 50 words).**
* **Save the data and add more by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re-submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**SWOT Analysis**

* **Select the commodity first from the given list under drop down menu.**
* **Select the “Strength” of Railway in particular division or zone from the given options.**
* **Select the “Weakness” of Railway in particular division or zone from the given options.**
* **Select the “Opportunity” for Railway in particular division or zone from the given options.**
* **Select the “Threats” for Railway in particular division or zone from the given options.**
* **In case of selecting “Other” from the given options, the details need to be mentioned under the head of “any other strength”. The said column will only be activated once “Other” is selected from the list. It is similarly used for Weaknesses, Opportunities and Threat.**
* **Enter divisional brief descriptions of each head (in 100words) which is mandatory.**
* **Save the data and add more commodities details by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be re- submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**Industry Outreach**

* **Select the existing commodity from the given options.**
* **Enter the name of the Industry Targeted/approached by division or zone.**
* **The name and designation of the person interacted with is to be mentioned.**
* **Select the date and time of the meeting.**
* **Enter the detail of commodity for which the meeting has been organized.**
* **Enter the expected revenue (Rs in Crore) from the selected industry.**
* **Enter the loading expected (in Million Tonne) from the selected industry.**
* **Save the data and add more by using the same method.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**

**Gati Shakti Target Growth Areas**

* **Select the areas by which “Immediate Growth” is expected in respective division or zone by the given options.**
* **Select the areas by which “Medium Term Growth” is expected in respective division or zone by the given options.**
* **Select the areas by which “Long Term Growth” is expected in respective division or zone by the given options.**
* **Save the data and add more by using the same method.**
* **Traffic plan of works for the current financial year (is to be executed by the divisions and zone will upload the consolidated traffic plan o their respective divisions) is to be uploaded in prescribed format only.**
* **By clicking the Cancel tab, the details submitted will be cancelled and need to be submit again.**
* **By clicking the go back tab, it will take you back the selected current tab.**
* **Zonal Railways can see and amend the data fed by the divisions and they can also add new data if required on behalf of their divisions.**
* **Refresh Data tab- This is for the refreshing the data.**
* **Freeze/Confirming the data:- This action is for the freezing the data. After freezing it could not be editable.**

1. **Business Proposals-**

* **Select the proposal type from the given options.**
* **Enter the description about the proposal.**
* **Select the commodity for proposal.**
* **Select the stock type.**
* **Select/choose the proposal file for uploading.**
* **Enter remarks, if any.**
* **Click on upload for button.**

1. **Resource Center:- Resource center is to be updated by Divisional and Zonal Railway. You can also upload resource file directly in prescribed format.**

* **Select the commodity from the given options.**
* **Enter the name of the industry.**
* **Select the commodity for proposal.**
* **Enter the resource name.**
* **Enter the mobile number.**
* **Enter the landline number.**
* **Enter the e-mail id**
* **Enter the communication address.**
* **Click on Save and add more for saving the entered data. Add more by using the same method.**
* **Click on close button, if not required or for closing the page.**

1. **Redress Divisional Proposals:**

* **By clicking the arrow key at the right end side, a screen will pop up to enter the remarks/ response under subject/remark column for the respective zone only.**
* **In case of decision, a decision letter need to be uploaded the clicking the button for “choose file” and title/subject of the decision letter need to be mentioned under subject/remark column.**
* **Save the response after submission of requisite details.**

**Refresh Tab: - To refresh the data entered.**

**Confirm/Freeze Tab:- This will stop the divisions to make any changes in the existing data/ data entered and saved prior to the click freeze button.**

**It will only used by the zones, once the divisions are done for submission of requisite details/ data at the portal in prescribed timelines.**