

Help for Online Application for Consultancy Charges

(Vendors are required to apply On-line only.)

Scope: This Portal is intended to be used by wagon manufacturers for application for “Deposition of Consultancy Charges (Design Loan Charges, Drawing Approval Charges, Inspection Charges & Speed Certificate Charges if applicable) and opening of inspection files by RDSO.

Process:- Wagon Manufacturers need to create an account at the link <http://rdso.ggn.rcil.gov.in/ccs/> get a Password and then log in with the password . Wagon Manufacturer can then submit requisite documents and the application at the portal. RDSO will advise consultancy charges according to Policy No. [MC/MISC/CS 87 Rev 1 of Sep 15 \(Consultancy Services Terms and Conditions\)](#) along with GST invoice for payment. Wagon Manufacturer to deposit the amount through SB Collect and upload the receipt on the portal. After verification of the deposited amount and satisfactory compliance to advised deficiencies, RDSO/LKO will issue Inspection Advise to concerned Zonal Director to open the inspection file.

Detailed process is elaborated below.

1. Vendor shall go through the following path

www.rdso.indianrailways.gov.in → **Vendor interface** → **Consultancy charges for Wagon Manufacturer** → **QA Mechanical Directorate** → <http://rdso.ggn.rcil.gov.in/ccs/>

2. Steps for filling online application

- a) Wagon Manufacturer shall create an account by link provided “Create an Account”.
- b) Details such as name of firm Work Address , Office Address are to be filled during creation of an account .On successfully creation of account Wagon Manufacturer shall get **User ID & Password displayed on screen as well as sent though email & SMS.**

Note: Please fill correct e-mail ID and Mobile Number of contact person. Alert will be sent on the registered mobile number and letters shall be sent to this e-mail ID at every stage of processing of the Case of Consultancy charges.

- c) Wagon Manufacturer shall Login using **User ID & Password at Web Page <http://rdso.ggn.rcil.gov.in/ccs/> also available through above path mentioned at Para 1.**
- d) After Login , Wagon Manufacturer shall apply online through “**Submission of Application and GST Invoice by Firm**”

Note: Please keep handy following documents in pdf format before proceeding to submission of Online Application.

- (1) *Complete Copy of Purchase Order*
 - (2) *Purchase Agreement (if Applicable)*
 - (3) *Railway Board permission or authority under which Railway Board permission is exempted*
 - (4) *Any other Documents Wagon Manufacturer wish to attach.*
- e) On successful Submission of Application and GST Invoice by Firm, A reference number. Shall be generated by software against each application and firm shall check letters sent from RDSO to them by this reference number.

3. Printing of Online Application Form

After submission of Online application firm may take print out of the application by going through Menu “**Details of Application Submitted**” on Main Menu on Login Page. For further reference. Printed copy is not to be sent to RDSO.

4. Deficiencies Reported by RDSO and Reply of the same to RDSO

Deficiencies if any pointed out by RDSO during processing of the cases of consultancy charges can be viewed by firm by going through Menu “**Deficiencies Reported by RDSO**” on Main Menu of Login Page. Firm shall reply to the observations of RDSO by clicking against link “**Reply to RDSO**” against each reference number.

5. Advise of consultancy charges by RDSO to Firm and submission of Payment Details by Firm.

Consultancy charges against the submitted application advised to firm can be viewed by clicking Menu “**Payment Advise from RDSO**” on Main Menu of Login Page. You can download GST Invoices of necessary RDSO consultancy charges and payment advise letter. Firm shall upload One or Multiple e-receipt of Transaction/ SB collect e-receipt and fill the Amount paid and Transaction /reference number by clicking on Link “**Submit Payment Details to RDSO**” against online application reference number for which payment has been advised.

6. Inspection Advise/ File opening Letter.

After verification of payment deposited by firm to RDSO and satisfactory compliance to advised deficiencies, firm shall be issued Inspection Advise. Inspection Advise shall be downloaded by clicking Menu “**View inspection Advise.**” on Main Menu of Login Page.

7. Contact Details

Please feel free to contact at Vendor Support Cell, Contact no- 0522-2465743

Thank you & Welcome to RDSO family.
