

## 11. Transporting Parcels by Trains

### 11.1. Service Information

Any type of Parcels (maximum 50Kgs per parcel) can be transported by Railway other than the goods prohibited by the Railway Ordinance and other departmental circulars. (Telephone Number: 0112320109) All Railway Station accept parcels to be transported.

### 11.2. Application/Reservation method of the service

Use the application form. It can be collected at the particular stations. Fill it and hand over to Railway station with the parcel. All Railway Station accept parcels to be transported by Trains on weekdays from 09.00 AM to 04.00 PM.

### 11.3. Payments/Charges to be made for the service

[Download Charges for Transporting Parcels by Trains](#)

### 11.4. Documents to be submitted

National Identity Card

Transport Permits for Timber and Purchase Bills for furniture

Document which certify the value of the Parceled Goods if the parcel if of high value (Ex: Purchase Bill)

The Revenue License is case of Bicycles etc.

### 11.5. Procedure of the service

1. All Railway Station accepts parcels to be transported by Trains on weekdays from 09.00 AM to 04.00 PM
2. Use the application form. Fill it and hand over to Railway station with the parcel.
3. Pack the items properly to avoid them getting wasted or damaged
4. Be prepared to open and show the items in the Parcel, if the Station Master requests to do so
5. Attach the Receiving Person's Name and Address to the Parcel.
6. Give the Receiving Person's Name and Address and the National Identity Card Number to the Station Master
7. Give the National Identity Card of the Person handing over the Parcel to the Station Master
8. The Way Bill will be issued to you. This Way Bill is to be sent to the person receiving the Parcel
9. To collect the Parcel at the destination, give the Way Bill and the National Identity Card of the person receiving the Parcel to the Station Master

### 11.6. Average time taken for obtaining the service

Fifteen to Thirty Minutes at the Station

### 11.7. Officer responsible for extending the service

Commercial Superintendent

Telephone: 0112320109

Fax: 0112320109

Email: sisiraslr@live.com

### 11.8. Deviations of the service process

Station Masters are empowered to reject any goods/Parcels, if they are suspicious about the type of goods/Parcels or the person handing over the goods/Parcels.

### 11.9. Application Forms

Can be collected at the particular stations