

## 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 \(Consultancy Services Terms and Conditions\)](#) and GST invoice number. Wagon Manufacturer to deposit the amount through SBI Collect and upload the receipt on the portal. After verification of the deposited amount, RDSO/LKO will issue Letter 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](http://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 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 Invoice by Firm, A reference no. shall be generated by software against each application and firm shall check letters sent from RDSO to them by this reference no.

### 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 no.

### 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 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 no 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.**

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