

NORTHEAST FRONTIER RAILWAY

(Procedure for booking of special train/ coach)

(No. T/299/O/Pt.V dt.18-01-2012)

For booking of Tourist Car, Coach and special train the following procedures are to be observed. (These procedures are to be amended from time to time with the changes in the existing policy guide lines and fare structure and not fully applicable for Recognized Rly. Trade Union/Security/Military movement.)

1. How to book/apply for Tourist Car/Coach/Special train : The party should apply at least 15 days in advance from the date of commencement of journey within the same zone and 30 days in advance if the journey extends over other zonal railways and not more than six months prior to the commencement of the journey addressed to Chief Passenger Transportation Manager (CPTM) N.F.Railway, in the application given in Annexure duly forwarded by concerned Station Manager from where party wants to start journey . The application should accompanied with the following particulars :-

- I) Photo copy of the Money receipt of the amount deposited as security money.
- II) Detailed Tour Programme including halts and its duration
- III) Full name of applicant & address with address accompanied with any of the documents such as (a) Ration card (b) Electricity Bill (c)Passport (d) Election Identity Card (e) Income Tax clearance certificate/PAN Card .
- IV) Recent Pass port size photograph of the applicant.
- V) In case of **Serving Railway Employee** , in addition to above , the application should be duly forwarded by controlling officer, with full particulars including Telephone No. of applicants (number of heads including names and Privilege Passes issued) name, office address, Telephone No, photo copy of Identity card etc. along with item No (i) & (ii) above.
- VI) In case of **Ex Railway Employee**, the application should be duly forwarded by the Pass issuing authority, with full particulars including details of applicants i.e. number of heads including names and Privilege Passes issued, address, Telephone No, photo copy of Identity card etc. along with item No (i) & (ii) above.
- VII) In case any customer wishes to requisite a special coach/train at short notice i.e. less than 30 days, specific permission must be obtain from CPTM.

2. Priority for attachment of special coaches: -The allotment of coach will be on priority of date of registration of the application (a) Preference to be given to advance programmed chartered coaches of IRCTC (b) Preference on FTR (c) Serving **Railway Employee** (d) **Ex Railway Employee**.

3.Security deposit-cum-Registration charge for FTR coaches and special train : -On FTR an amount as prescribed from time to time which is at present Rs. 50,000/- (Fifty thousand) per coach for 7 days & 10 thousand per day for extension will be payable at the station from where the journey will commence. For serving/ Ex railway employees 15,000/- (fifteen thousand) per coach will be payable at the station from where journey will commence or at HQ's Cash office. The security money will be refunded by the Station Manager of the originating station on completion of the tour after adjusting other amount, damages to fittings etc.

4. **Concession:** -No concessional tickets shall be valid for such booking.

5. **Haulage and other charges for booking of Tourist Car, Coach and special trains : -**

(a) **Minimum Distance for charge:** Charge will be calculated for a minimum distance of 500 kms in each way for a special train/coach.

(b) **Minimum Composition of Train:** Fare for booking of special train will be charged on a minimum composition of 18 coaches. However for the hill section, it will depend up on permissible load. Charging should be done for not less than the aforesaid composition. For instance, if the composition is of 16 coaches, charge shall be realized for 18 coaches. However, composition is 20 than charge will be realized for 20 coaches. The number of coaches falling short of minimum composition shall be charges at fares for sleeper class coach. For example, if only 16 coaches in the special train are run, fare for sleeper class shall be charged for 2 coaches falling short on minimum composition.

(c) **Fare :** The fares will be computed point to point at full adult mail/express fare of the concerned class on round trip basis, which means the fares shall be levied in the return direction up to the point from where the train originates. Fares shall be levied for the actual class of the coach subject to minimum fares for sleeper class. If the composition of the special train is less than the minimum composition as prescribed above, fares for sleeper class shall be charged as detailed above.

If extra passengers are carried, charges are levied pro-rata per additional passenger declared before or at the time of commencement of journey at the starting stations. Extra passengers carried without payment at the starting stations are charged pro-rata with penalty charges as per existing rules. In case of employee/ex-employee in group only members included in the pass list are allowed to travel in special coach.

(d) **Superfast charge & Safety Surcharge:** In addition to above, Safety surcharge and Superfast charge are also levied as applicable.

(e) **Service charge:** - A service charge of 20% will be levied only on the basis of fare and not on any other charge/surcharge including safety, super-fast and reservation surcharge.

(f) **Empty Haulage Charge:** Empty haulage charge will be levied at actual distance of empty haul at 50% of Full Tariff Rate (FTR) for the carrying capacity of the coaches/coach subject to minimum haul for 200 Kms. FTR will be calculated including safety charge and reservation charge but excluding service charge. Empty haulage will be levied as above whether the coaches are available at the station or brought from other railway station.

(g) **Dining Car/Kitchen Car/Pantry Car/Generator Car:** - Dining Car/Kitchen Car/Pantry Car/Generator Car will be charged @ Rs 85/- per car Kilometer uniformly for BG, MG and NG. In addition, sleeper class fare and service charge of 20% for marked carrying capacity of the car or actual number of passengers travelling in the car whichever is more will be collected.

(h) Charges for SLR & Luggage Van: SLR coach will be charged at carrying capacity of Sleeper Class coach with Sleeper Class Fare. However, the utilization of luggage portion to the extent of carrying capacity of SLR coach may be allowed without levying any extra charges.

(i) Detention Charges: Detention charges will be levied for detention of Special Train/Coaches at the request of the party at the starting, intermediate or destination stations. Detention charges will be levied @ Rs. 600/- per hour or part of an hour per coach uniformly for BG, MG and NG systems subject to a minimum charge of Rs. 1500/- per coach without giving any free time. These charges are revised time to time.

(j) Engine detention charge: These charges shall be applicable as notified and revised from time to time.

6. No inflammable articles like Gas cylinder, Petrol, Kerosene etc is allowed to carry in the coach to avoid any fire hazard arising out from such dangerous practices.

7. It will be sole discretion of Railway Administration to allot a special coach/train and programme of its movement depending upon availability of coach, path and other operational considerations.

This shall come in force with immediate effect.


CPO
19/12/11

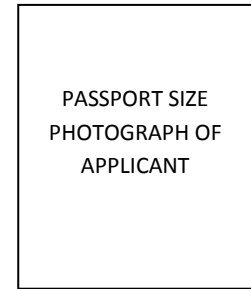

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NORTHEAST FRONTIER RAILWAY
OFFICE OF THE GENERAL MANAGER (OPERATIONS)
MALIGAON, GUWAHATI-781011

Application form for allotment of special train/coach/tourist car for other than Defense/Paramilitary movement/Recognized Rly. Trade Union.

OFFICE USE		
Security deposit Money receipt No	Date	Signature of SM/SS of the forwarding Station or Ch.OS (T)/MLG, with office seal



1	Name of the Applicant in full (Block letter)							
2	Sex Male/Female							
3	Office address, if any							
4	Permanent Address with PIN code (along with Documentary Proof) e.g.-Govt. ID card/Voters ID card/Driving license/Passport/Electricity Bill							
5	Current Residential Address (where staying presently), Residing since.							
6	Telephone/Mobile No of the Applicant							
7	If working in Central Government/ State Govt. / PSU/ Statutory Bodies (Y)es/ (N)o If 'Yes' attach Identity Certificate (As per Annexure "A")							
8	If Ex Railway Employees (Y)es/ (N)o If 'Yes' attach Identity Certificate by Pass issuing authority (As per annexure "B").							
9	Detail programme of journey in both directions	Total no of member in the group	Date	Train Name /Train No.	From	To	No of Coach	Composition/ Type of coach

I do hereby declare that, the above furnished information are correct to the best of my knowledge and myself or any other member of this journey group will not carry/use any inflammable articles like petrol, kerosene, diesel, gas cylinder, crackers in the train/coach, violation of this will be liable for punishment under section 59 and 107 of Indian Railway act 1989.

Date:
 Place:

(Signature of applicant)

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES,
EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS,
TO PRODUCE AN IDENTITY CERTIFICATE

I the under signed carefully read the particulars stated by
Shri/Smt.....in the form of application for allotment of Spl.
Train/Coach and are found correct. Shri/Smt
.....Son/Wife/Daughter of Shri
....., who is a temporary/permanent employee of
.....and is at present holding the post of
.....His application is forwarded tofor
necessary action please.

For Railway Employees details of passes of members attached with the application are
verified and found correct.

(Office seal)

Signature of Controlling Officer

Name:

Designation:

Tel.No:

EX RAILWAY EMPLOYEES
TO PRODUCE AN IDENTITY CERTIFICATE

I the under signed carefully read and verified the particulars stated by Shri/Smt.....in the form of application for allotment of Spl. Train/Coach and are found correct who is an Ex Railway employee and his application is forwarded herewith all the details of passes of members in the group for necessary action please.

(Office seal)

Signature of Pass issuing authority

Name:

Designation:

Tel.No: