

Application Format

I) Proforma for requisitioning a Special Coach/Train under Full Tariff Rate(FTR)

Chief Passenger Transportation Manager,
South Central Railway,
2nd Floor, Railnilayam,
Secuderabad-71.

Date: / /

- 1.Name (In block letter) : _____
- 2. Full Postal Address : _____

- 3. Tele.No.and Mobile : _____
- 4. Purpose of Journey : _____
- 5. Type and No. of Coaches required : _____
- 6. Amount deposited : _____
- 7.Details of Money Receipt(No. & Xerox) : _____
- 8.Station where money deposited : _____
- 9. Itinerary:
 - (I) Outward Journey
 - a)Station : _____
 - b)Date : _____
 - c)From/To : _____
 - d)Train Particulars :Name_____ No._____
 - (II)Return Journey)
 - a)Station : _____
 - b)Date : _____
 - c)From/To : _____
 - d)Train Particulars :Name_____ No._____
- 10 Halts required Enroute : _____
- 11 Duration of Halt : _____
- 12 Requirement of Special Free Halts for Entraining and Detraining : _____
- 13 Sponsorship Details (eg. Tour Operator) : _____
- 14Detailed Programme (Including return journey to be attached) : _____

DECLARATION:

(1) I certify that the contents of this application are true to the best of my knowledge.

(2) My application is liable to be rejected in case it is found to be fictitious or in anybody else's name.

(3) I certify that the Coach/Coaches allotted to me will be returned to the Railway in sound condition and Deficiency Certificate obtained from SS/SMs concerned shall be enclosed while applying for refund.

(4) I agree to pay Detention Charges as due in case the Coach/Coaches/Tourist Car are detained enroute or at destination on my account.

(5) I certify that I shall not carry any inflammable or hazardous material in the Coach/Coaches during the course of my journey.

(6) I agree to indemnify the Railways against any damage, whatsoever, caused to railway assets during the course of the tour.

Signature of the applicant.

Name & Address: _____

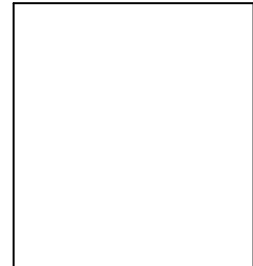
Encl: One Identify Proforma along with the necessary documents.

(II) Proforma establishing Identity of the Applicant

1. Name: _____
2. Father's Name: _____
3. Postal Address: _____

4. Permanent Address: _____

5. Phone No. :Office _____(Residence) _____
6. Income Tax PAN No.: _____
7. Copy of Ration Card
Or Telephone Bill
Or Electricity Bill
authenticating the address of Manager of the tour.
8. I am liable to pay undercharges if any and also
compensate for damages if any to Railway Property as
demanded by Railway Administration.



Signature: _____
Name: _____
Address: _____

To be Witnessed by Two Persons:

Witness No.1:	Witness No. 2
Signature: _____	Signature : _____
Name & Address: _____	Name & Address: _____
_____	_____
_____	_____
Phone No.: _____	Phone No.: _____

CHECK LIST FOR REQUISITIONING FOR A SPECIAL COACH/TRAIN

HAVE YOU SPECIFIED

- a) Train Particulars(Name and Number)
- b) Date of Commencement of Journey
- c) From/To
- d) Route
- e) Halts Required Enroute/Duration of Halt
- f) Entraining/Detraining Halts Required
- g) Detailed Programme from end to end
- h) Income Tax PAN Card Number
- i) Sponsorship Details

HAVE YOU ENCLOSED

- a) Photocopy of Money Receipt.
- b) A Pasted Photo Graph.
- c) Copy of Ration Card/ Telephone Bill/Electricity Bill.
- d) Photocopy of I.T. PAN Card.