

## **BOOKING OF SPECIAL TRAIN**

For the convenience of passengers travelling in very large groups, Indian Railways also allow exclusive booking of special trains for a minimum distance of 500 Kms one way and 1000 Kms for a round trip with a minimum composition of 18 coaches. The following are the guidelines:-

1. An application to be submitted to the Chief Passenger Transportation Manager of the Zonal Railway through the Station Manager of the station from where the journey is to commence.
2. The applicant should give the required details such as destination, route to be followed and halts enroute, if any.
3. The application must be submitted at least 30 days in advance and not earlier than 6 months prior to the commencement of the journey.
4. The application should be accompanied by a Security Deposit cum Registration Fee of Rs 9,00,000/- per train (Rs 50,000 per coach). In cases where period of booking extends beyond 7 days, an enhanced deposit-cum-registration fee of Rs 10,000/- per coach for every additional day will be collected from the Party. Half of the Security Deposit cum Registration Fee will be adjusted towards fare.
5. Mail/Express adult fares will be levied on point-to-point basis for the carrying capacity of the respective type of coach or actual number of passengers travelling whichever is more. No concession will be granted to Students / Senior Citizens / Freedom Fighters, Children etc.

The cost of booking a special train will vary with the distance to be covered. The charges will include fare 30% service charge on fare, supplementary charge, if any, detention charges and empty haulage charges, etc. The stipulated charges must be paid at least 48 hours in advance of the departure of the special train.

### **Procedure for Refund of Security Deposit**

The Station Manager of the journey originating station will grant refund of Security Deposit and over charges if any on completion of the tour after deducting all the charges, if folder is submitted within normal time limit of 15 days. If folder is submitted after time limit of 15 days but within 6 months of the completion of the tour, 50% refund of Security Deposit can be granted with the approval of Chief Commercial Manager. For applications submitted after expiry of 6 months, General Manager will have full powers to settle time barred claims for refund of security deposit in consultation with the FA&CAOs. The outer time limit of such refund claims will be a subject to a maximum of 3 years.