

Booking of special coach/train –

1. Application for booking of carriages/trains must be made through the station managers to the Chief Passenger Traffic Manager of the Railway giving details of the destination, route to be followed, halts en-route and specific train to which the coach/saloon/Tourist car is to be attached at least 30 days in advance and not more than 6 months prior to the commencement of the journey. In case any party wishes to requisition a special coach/saloon/tourist car at short notice i.e. less than 30 days notice, specific permission must be obtained for this from the Chief Passenger Traffic Manager. It will be sole discretion of the Railway Administration to allot a special coach/saloon/Tourist car and programme its movement, depending upon the availability of coaches, paths and other operational considerations. Railway Administration do not guarantee reserved accommodation-whether seats, berths, compartments, coaches or carriages-by any particular train and will admit no claim for compensation for inconvenience, loss or extra expenses due to such accommodation not being provided or attached to trains by which asked for.

2. **Security deposit-cum-Registration charge for FTR coaches/saloons/tourist cars-** An amount as prescribed from time to time, which at present is Rs.50,000/-, as registration charge-cum security deposit per coach/saloon/tourist car will be payable at the station from where, the proposed journey will commence, of this half will be retained as security deposit and the balance amount would be adjusted against the fare payable at the time to booking. The security deposit will be refunded by the Station Manager of the originating station on completion of the tour after adjusting any other amount of extra detention etc.

3. **Charges for FTR Coaches** – The charges for special coaches/carriages will be computed point to point on the basis of Full adult Mail/Express Fares of the concerned class for the actual number of persons traveling or the marked carrying capacity of the coaches which ever is more + security deposit charges + service charges at the rate prescribed from time to tome, which at present is 20%.

(ii) If extra passengers are carried, the charges will be levied pro-rate for the additional passengers declared at the starting station before or at the time of the commencement of journey. Extra passengers carried without payment at the starting station will be charged pro-rata and penalty charges recovered as per extant rules.

(iii) A service charge of 20% only will be leviable. For reckoning carrying capacity, AC Tourist Cars and AC saloons will be equal with AC First Class and non-AC saloon and First Class Tourist cars will be equated with First Class Coaches and second class Tourist cars with second-class coaches. Four-wheeler/six wheeler saloons will be charged half the above capacity, MG AC Saloon will be charged as for as AC First Class Coach (18 berths).

(iv) If the journey involves more than one gauge, the fare shall be calculated separately for both gauges on the carrying capacity of coaches or the actual number of persons traveling whichever is higher.

4. **Payment:** - The charges should be paid in full, 48 hours in advance of the departure of the train to which special coaches/saloons/tourist cars are to be attached failing which it will be deemed that the running of the special coaches/saloons/tourist cars has been countermanded by the organizers. The entire registration charge-cum-security deposit will be forfeited in this case.

5. **Minimum distance for charge:**

Minimum distance & composition and charges for FTR trains :

The Minimum distance chargeable for a special coach/train will be 500 kms. and the minimum composition of a special train will be 15 coaches.

- (i) The minimum distance of charge for a chartered Rajdhani type train with entire AC coaches will be 500 Kms and minimum composition of 15 coaches.
- (ii) The minimum distance of charge for a chartered Shatabdi type train with entire AC coaches will be 200 Kms and minimum composition of 10 coaches.
- (iii) In the case of special trains over hill sections (NG), the minimum distance for charge will be the chargeable distance (inflated) of the whole section subject to a minimum distance of 200 Kms. and minimum composition of coaches will be the maximum permissible load for the concerned section.

The minimum distance for charging special Coaches/Saloons/Tourist car/Trains will be 500 kms. separately for outward and return journey.

However, the minimum distance of charge for a special chartered AC coach being attached in regular AC coaches/Rajdhani/Shatabdi type train will be end to end only.

6. Concession: No concession will be allowed for booking of special coaches/saloons/Tourist cars. Charges will be recovered in full even for children, students, senior citizens, etc.

7. The Railway on which the tour originates will hand over to the Organizer/Conductor of the tour or the person reserving the carriage, special train etc., a folder in a format. It is the duty of Station Master to fill up the details in the folder presented by the party and initial and affix station seal. It is the responsibility of the Organizer/Conductor or the person reserving the carriage, special train etc. to ensure that all the relevant particulars of his folder are obtained from the concerned station Master will be required to be filled up only in respect of halts given at their request of the party, either in the original programme or subsequently, and not operational halts at railway convenience. No special train or reserved carriage etc. will be detained at a station at the instance of the party for a longer duration than that specified in the programme approved by the Zonal Railway unless such a request is received in writing.

Neither the Station Master nor the Guard of the train will start the train unless all the relevant halt particulars are filled up. At the destination station the guard of the train will not be allowed to sign off by the Station Master unless folder entries for that station are filled up and station seal affixed. On completion of the tour, the folder shall be submitted to the Station Manager of the Originating Station of Railway from which the tour originates within 6 months of completion of the tour.

8. Empty haulage charges - Empty haulage charges will be levied at actual distance of empty haul at 50% of Full Tariff Rate (FTR) for the carrying capacity of the coaches subject to minimum haul for 200 kms. FTR will be calculated at fare including safety surcharge and reservation charge but excluding Service Charge.

Empty haulage charge will be levied as above irrespective of whether the coaches available at the station or brought from other base station.

9. Detention charges - When special trains/coaches/saloons/tourist cars are detained by the party at the starting, intermediate or destination stations, detention charges will be levied at the rate of Rs. 600/- per hour or part of an hour per coach uniformly for BG, MG and NG systems subject to the minimum charge of Rs. 1500/- per coach per day without giving any free time.