

APPLICATION FOR REFUND OF FARE

The Chief Commercial Manager (Refund), N.W. Railway

Sir,

Sub : Claim for refund of fare – Ticket/PNR No. _____

1. The TDR was issued on cancellation of the above mentioned ticket(s) at _____ Railway station.
2. Reasons for cancellation of journey:
3. Names of passengers for whom the ticket was issued : 1. _____ 2. _____
3. _____ 4. _____ 5. _____
4. Out of the above persons, the persons at S. Nos. _____ to _____ not travelled from _____ Station to _____ station.
5. Additional information, if any,
6. I request that the refund due under the rules, may please be sent to me at my following address.
Name of the Railway station serving my place of residence is _____
7. Preferable mode of payment : Station Pay Order/Cheque /Money Order. (Tick mark any one)
Full Postal Address _____ Signature of Claimant: _____
(In clear block letters) _____ Name in Block letters _____
Date :

TICKET DEPOSIT RECEIPT

No. _____

Date :

Time :

1. Journey ticket/PNR No. _____ 2. Class : _____
3. Train No. : _____ 4. Date of Journey: _____
5. Validity of ticket : Station from _____ Station to : _____
Via : _____ Issued at _____ 6. No. of passengers: _____
7. Supplementary Charge Ticket/Excess Fare Ticket/Guard Certificate No. : _____
8. Reservation Ticket No. : _____ 9. Reservation Status : _____
10. Reasons for not granting refund at the station : _____

Received TDR

Signature of Station Manager
Station stamp:

Depositor's Signature : _____ Name : _____

GUIDELINES FOR PASSENGERS :

1. The passenger is required to send an application for refund (in the application form) to the Chief Commercial Manager (Refunds) at the address printed on the top of this TDR. The receipt, in original, must be returned. The application must reach the concerned refund office at the earliest but not later than 90 days from the date of journey.
2. The certificate issued by TTE/Conductor for lower class travel, AC failure, less number of persons travelling, etc. are also required to be enclosed in original with the application.
3. It will be in the interest of passenger to the either hand over the application or by registered post and keep a copy of this receipt and other documents.
4. Refund is granted through station pay order (to be encashed at station) or Money Order or Crossed Cheques. Station pay orders are issued to persons who reside only within the jurisdiction of refund granting railway. However, Money Order and crossed cheques are issued to persons who are residing within as well as outside the jurisdiction of refund granting railway. On receipt of Pay order the passenger should approach the counter of nominated station for encashment within the stipulated period along with proof of his/her identity such as Identity Card/Driving Licence/Passport/Ration Card, etc... In case the applicant wants to collect money through his/her representative, appropriate authorisation should be made and the authorised person should carry proof of Identity at the time of encashment.