

### **Booking of reserved carriages/Special coaches**

Application is required to be submitted in the prescribed form to the CPTM through the Station Manager 30 days in advance and not more than six months prior to commencement of journey.

#### **Security Deposit:**

Security amount is required to be deposited @ Rs.10,000 per coach at the originating station. Of this half will be retained as security deposit and the balance amount would be adjusted against the fare payable at the time of booking.

Prior to 22.5.2001, security deposit was Rs.5000/- per coach.

#### **Minimum distance of charge**

The minimum distance of charge for Special Coaches/Reserve Carriages will be 500 kms separately for outward and return journey.

In the case of special coaches/reserve carriages overhill section metre gauge and narrow gauge the minimum distance for charge will be the chargeable distance (inflated of the whole section ) subject to a minimum distance of 200 kms.

#### **Fare**

The fare will be computed point to point at adult Mail/Express fare of the concerned Class on round-trip basis subject to minimum fares for Sleeper Class. Fare shall be levied for the actual class of coach subject to minimum fare for sleeper class.

#### **Development charge**

Development charge will be levied as per existing rates prescribed.

#### **Service Charge**

A Service charge of 20% will be levied on the base fare.

#### **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 subject to minimum haul for 200 kms. FTR will be calculated at fare including development charge and reservation charge but excluding service charge. Empty haulage charge will be levied as above irrespective of whether the coaches are available at the station or brought from other station. This charge will be 75% in busy season.

#### **Concession**

No concession is allowed to anybody including children/students/senior citizens.

#### **Detention Charge**

Detention charges will be levied for detention of Special Coaches/ reserve carriages at the request of the party @ 600/ per hour or part of an hour per coach in lean period and Rs.900/- in busy season uniformly for BG, MG and NG systems subject to a minimum charge of Rs.1500 per coach without giving any free time.

### **Payment**

All charges must be paid in full at least 48 hours in advance of the departure of the train.

### **Refund**

The Station Manager of the journey originating station will refund the security deposit and over-charges, if any, provided that the party has deposited the folder within 6 months of completion of the tour. If the folder is submitted after the normal time limit of 6 months and upto maximum 3 years of completion of the tour, the General Managers, in consultation with their FA&CAOs, will have full powers to settle such cases.

### **Cancellation Charges**

If the requisition for special coach is cancelled two days before the scheduled day of journey or earlier, 10% of the registration fee will be forfeited. If the cancellation is done one day in advance (excluding the day of journey ) and upto 4 hours before the scheduled departure of the train, cancellation charge shall be 25% of the chargeable fare and if the journey is cancelled within 4 hours before the scheduled departure of the train or afterwards, the cancellation charge will be 50% of the chargeable fare.

### **Charges for booking of Special Coaches/Tourist Cars/Saloons for high officials :**

Conditions regarding the security deposit, minimum distance of charge, fares, safety surcharge would be the same as applicable for booking of special coaches for public.

### **Service Charge**

A service charge of 30% of fare will be levied.

### **Empty Haulage Charge**

When Special Coaches/Tourist Cars/Saloons runs empty from the base station to the originating station and is released prior to a station other than the destination station, empty haulage charge will be levied for flat 500 kms. or for the actual distance hauled empty whichever is more between the station at which the coach is released and the base station. Empty haulage charges will be levied at FTR (basic fare ).

### **Superfast surcharge;**

Superfast surcharge will be levied at rates prescribed in Coaching Tariff No.25 part II if special coach/tourist car/saloon is attached to superfast trains.

### **Reservation Fee**

Reservation fee will not be levied additionally.

**Detention Charge:**

Detention charge will be levied for detention of Special Coaches/Tourist Cars/Saloons at the request of the party at the starting, intermediate or destination station at the following rates:-

	<b><u>Rate per hour or part of an hour</u></b>
<b>AC Coach, partial AC Coach, Non-AC Coach</b>	<b>Rs.400/-</b>
<b>Minimum charge</b>	<b>Rs.1500/-</b>

**Reckoning of carrying capacity**

For reckoning carrying capacity, AC Tourist Cars and AC Saloons will be equated with AC First class and non-AC Saloons and First Class tourist cars will be equated with First Class Coaches and Second-class Tourist cars with second-class coaches.

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## Booking of Luggage:-

Luggage which is not fully and legibly addressed in English or Hindi will not be accepted for booking and carriage by train. Luggage which is not securely packed will not be accepted for booking and carriage unless the sender or his authorized agent executes a Forwarding Note and records therein such defects or improper packing. Luggage which is required to travel by the same train with the owner should be presented at the luggage office of the booking station at least 30 minutes before the advertised departure time of the train. Passengers booking their accommodation in advance are permitted to book their luggage in advance at the same time. Bulky surcharge is applicable only on packages weighing above 100 kgs or exceeding 1m x 1m x 0.7m in outside measurement. Packages exceeding any one of the dimensions specified will be treated as bulky even though the actual weight is less than 100 kgs. on volumetric basis. However, if one of the dimensions is exceeded by 10% of the prescribed measurement but weight is within 100 kgs., on volumetric basis, it will not be treated as bulky. Bulky surcharge will be levied at double the normal rate.

Offensive articles, explosive, dangerous, inflammable articles and empty gas-cylinders, dead poultry and game, acids and other corrosive substances are not permitted to be booked as luggage.

Trunks, suitcase and boxes having outside measurement of 100 cms. x 60 cms x 25 cms (length x breadth x height ) will be allowed to be carried in the passenger compartments as personal luggage. If the trunks, suitcases and boxes, which in outside measurement exceed any one of the dimensions, such articles are required to be booked and carried in the brakevan and not in the passengers' compartments. Maximum size of the trunks/suitcases that can be carried in the AC-3 tier and AC Chair Car compartment is 55 cms x 45 cms x 22.5 cms.

Oxygen Cylinder with its supporting stand with patients under medical certificate can be permitted to be carried in all classes. Free allowance of luggage will be granted on oxygen cylinder and its supporting stand.

Merchandized items are not permitted for booking and carriage in the compartment as personal luggage.

Luggage of larger dimensions are to be carried only by brake van. The minimum charge for luggage is Rs.30.

As per instructions, there is no restrictions on carriage of luggage in brake van of passenger trains as far as quantity and type (personal or merchandise ) of luggage offered for booking is concerned. However, the excess luggage in owner's charge beyond the free allowance is charged at 1.5 times the rates under scale-L.

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The following maximum limit free allowance, marginal allowance are admissible for carriage of luggage in the compartment :

Class	Maximum Limit	Free Allowance	Marginal Allowance
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AC IST	150 Kgs	70 Kgs	15 Kg
First Class/Ac-2 tier	100 Kgs	50 Kgs	10 Kg
AC 3 tier/AC Chair car	40 Kgs	40 Kgs	10 Kg
Sleeper Class	80 Kgs	40 Kgs	10 Kg
Second Class	70 Kgs	35 Kgs	10 Kg

The maximum limit includes free allowance.

Passengers are allowed to book and carry excess luggage beyond the free allowance with them in the compartment up to the maximum limit as per class mentioned above on payment of charges at 1.5 times of luggage rate.

When a passenger is detected either enroute or at the destination with unbooked or partially booked luggage weighing more than the free allowance, the excess unbooked weight exceeding free allowance of luggage is charged at six times the luggage scale rate instead of 6 times of scale –R as earlier. However, if unbooked or partially booked luggage is detected more than the free allowance of the luggage but within the marginal allowance, it is charged at 1.5 times the luggage scale rate. When a passenger is detected either enroute or at destination with unbooked or partially booked luggage weighing more than the maximum limit permitted the excess weight exceeding free allowance of luggage is charged at six times of the luggage scale rate subject to a minimum of Rs.50/.

## **Carrying of pet dogs in trains**

As per extant rules, a pet dog can be carried in dog box in Second Class Luggage and Brake Van (SLR ). Dog is also permitted to be carried with the passenger in AC First Class and First Class Compartments only provided that the whole coupe (2 berther or 4 berther ) is booked by the passenger or the group of passengers for his/their exclusive use. Dog carried in dog box is charged at luggage rates applicable to the train at 30 kgs per pet dog. Pet dogs can also be carried in AC first class and First Class at luggage rate for 60 kgs per dog. Dogs are not allowed to be carried in AC2 tier, AC 3 tier, AC Chair Car, Sleeper Class and Second Class Compartments. The facility for booking of a dog in AC First Class and First Class and Dog Boxes provided in SLRs can be availed in all Mail/Express and in AC First Class in Rajdhani Trains. Both First Class and AC First Class have separate cabins/coupees so that carriage of pets does not cause inconvenience to co-passengers. In Shatabadi trains, booking of dogs is not permitted as these trains do not have AC First Class and First Class compartments. Booking of dogs in dog boxes is not permitted in Rajdhani/Shatabdi trains as they do not have dog boxes. In other trains one dog box is provided and only one dog is booked per train on first-com-first served basis. There is no provision of advance booking of dogs. They are booked at the counter, one hour before departure of the train. Dogs are locked in the dog boxes in the presence of the owner who is responsible for feeding of the dog enroute. Special Vehicle (Horse Boxes ) can also be provided in case of number of dogs being more than one and upto 36 in the case of dogs being of large size.

