



भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / RAILWAY BOARD

Commercial Circular No. 21 of 2023

No.TC-II/2910/2023/Special train (Central Govt. sponsored)

New Delhi dt. 26/10/2023

The Principal Chief Commercial Managers
All Zonal Railways

The Principal Chief Operation Managers
All Zonal Railways

Managing Director/IRCTC/ New Delhi

Managing Director/CRIS/New Delhi

Sub: Booking of Special trains for Schemes of various Ministries of Central Government.

Ministry of Railways have decided that the following procedure should be followed for booking of Special trains for Schemes of various Ministries of Central Government.

(i). Requirement for such special trains shall be placed with Principal Executive Director (Coaching)/Railway Board by the concerned Ministries.

(ii). Coaching Directorate will process for approval of competent authority for running of such special trains. The approval will be conveyed to IRCTC in addition to CPTMs and PCCMs of concerned Zonal Railways.

(iii). Concerned Ministries would share the details of the participants such as name, age etc with IRCTC for booking of tickets (In writing as well as in soft copies in the prescribed format). The payment for such bookings would be done by concerned Ministries to IRCTC directly in advance or on immediate reimbursement basis.

(iv). Zonal Railways will fire such special trains as per the charges applicable for special trains on special charges as per Commercial Circular no. 30 of 2015 and other instructions issued from time to time on this subject. The charges for catering (if any) shall be levied in addition to these charges as per extant rates notified from time to time.

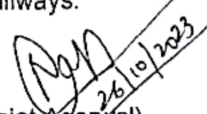
(v). The booking of such special trains would be restricted by zonal Railways to be done only for the list of participants provided by the concerned Ministries. This booking would be done by IRCTC under Outstation Quota (OS). Service charge of 5% and applicable GST would be payable to IRCTC on the total fare.

(vi). CRIS shall make necessary changes in the software.

Necessary action shall be taken by all concerned and confirmed.

This issues in consultation with Coaching Directorate, Tourism & Catering Dtte and concurrence with Finance Directorate of Ministry of Railways.


(Vipin Kumar Singh)
26/10/23
Director/Coaching
Railway Board


(Rajat Agarwal)
26/10/2023
Joint Director Finance (Commercial)
Railway Board


(Vipul Singh)
Director Passenger Marketing
Railway Board

No.TC-II/2910/2023/Special train (Central Govt. sponsored)

New Delhi dt. 26/10/2023

Copy to:-

1. Dy. Comptroller & Auditor General of India (Railways), RoomNo.224, Rail Bhavan, New Delhi.
2. PFAs, All Zonal Railways
3. Director General of Audit, All Zonal Railways.

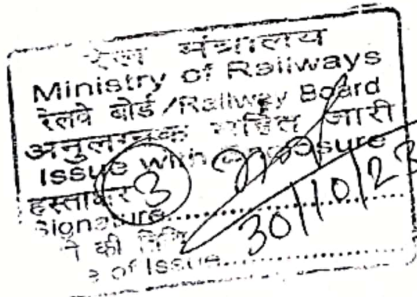
For Member/Finance Railway Board

New Delhi dt. 26/10/2023

No.TC-II/2910/2023/Special train (Central Govt. sponsored)

Copy forwarded for information & necessary action to:

1. CRB & CEO, M(O&BD), Member Finance Railway Board.
2. PS/MR, PS/MoSR (D), PS/MOSR(J) for information to MR, MoSR (D) and MOSR(J).
3. ADV/MR, OSD/MR, OSD/Co-ordination/MR & Addl. PS/MR for information
4. CPTMs, All Indian Railways.
5. ECM(PM)/CCM(PS) all zonal Railways
6. GM/PRS/CRIS, GM/UTS/CRIS, GM/ICMS/CRIS, New Delhi
7. GGM/IT/IRCTC, GGM/IT-2/IRCTC
8. Managing Director, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No. 6, Sector 11, CBD Belapur, Navi Mumbai- 400 014.
9. PED/CHG, EDF(C&PPP), ED/CHG, EDV (T), Dir/CHG Railway Board.
10. Northern Railway, New Delhi for issue of necessary correction slips to Coaching Tariff.



(Vipul Singhal)
Director Passenger Marketing
Railway Board