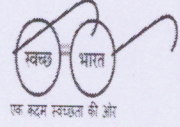


EAST COAST RAILWAY
Office of the Principal Chief Commercial Manager
Rail Sadan, North Block, Chandrasekharpur, Bhubaneswar-751017

ZONAL COMMERCIAL CIRCULAR
No.27(C) of 2023
(COACHING)



No.CCM/100/ chg. Circular /Pt- XI/23

Dated: 31.10.2023

To

All SM's/CI's/CBSR's/CRS's/CPSR's/CTI-in-Charge of Divn./CTI Squad-in Charge/CTI station /Clerk- in- Charge & YTSKs over East Coast Railway.

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

Commercial Circular No.21 of 2023 received from Rly.Board is reproduced below.

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 (This office C.C no. 43/C 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.

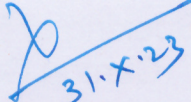
Contd.

(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.

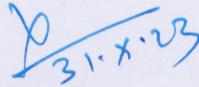
Authority:-Railway Board letter No. TC-II/2910/2023/Special train (Central Govt. sponsored) dated 26.10.2023.


(Dhirumal)

Dy. Chief Commercial Manager (PM.)
For Principal Chief Commercial Manager

Copy to:

PCCM:SER/SECR/NR/NFR/ER/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KR **PCOM** ECoR/S
ER/ER/SECR/NR/NFR/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRSDGM/PFA&CAO/PCE/P
CSTE/PCMD/PCEE/PCME/PCOS/PCPO/CAO(Con)/**CPRO** of ECoR, Member/RCT/BBS,Chairman /RRB/
BBS, Dy.CVO(T)/BBS, **DRMs:**WAT/KUR/SBP.**SrDCMs:**WAT/KUR/SBP **SrDOMs:**WAT/KUR /SBP., Dy.CCO
/ECoR /BBS CCO, SER /Kolkata, FACAO (T), Dy.FA&CAO (T)/ BBS, Dy.FA&CAO (T)/ GRC, Dock in
charge CPT Rly. Kolkata, VSKP Port / Paradeep Port / Haldia port, CGM/CONCOR, IISCO house, 50,
Jawaharlal Nehru Road, Kolkata, ED/CRIS, Chanakyapuri/ New Delhi-110021, GGM /IRCTC /Kolkata,
CRM/IRCTC/BBS. GM/RITES/BBS& GM(IT) /RITES, Gurgaon, MD/CRIS, New Delhi.


(Dhirumal)

Dy. Chief Commercial Manager (PM.)
For Principal Chief Commercial Manager

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