

A customer requires to book a coach or a special train on FTR will have to follow the procedures as under.

1. The customer will have to apply to the Chief passenger Transportation Manager (CPTM) of this railway on a plain application duly forwarded by the concerned Station Master from where he wants to start his journey with the detail programmes at least 30 days in advance and not more than six months prior to the commencement of the journey. In case any customer wishes to requisit a special coach at short notice i.e. less than 30 days notice, specific permission must be obtained for this from the Chief Passenger Transportation Manager. It will be sole discretion of the Railway Administration to allot a special coach and programme its movement depending upon the availability of coaches, paths and other operational considerations.

2. Priority for attachment of special coaches: Normally first preference should be given to advance programmed chartered coaches of IRCTC followed by preference to coaches attached on FTR.

3. Security deposit-cum-Registration charge for FTR coaches and special trains: An amount as prescribed from time to time which is at present Rs.50,000/- (Rupees Fifty Thousand) per coach will be payable at the station from where, the proposed journey will commence, out of which half will be retained as security deposit and the balance amount would be adjusted against the fare payable at the time of 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 for extra detention, damages to fittings deviation of programme etc.

4. No concessional tickets shall be valid for such booking.

5. Customers requiring such accommodation need not be members of the same family.

6. The allotment of coach will be on priority of date of registration of the application.

Considering the local demand for coaches, there are two peak periods where the demands for coaches is very high and some time leads to restriction/regret.

The peak periods are : i) "Pitru Paksh" –During the month of August/September traffic towards Gaya, Allahabad, Varanasi etc.

ii) "Maha Shiva Ratri" – During the month of February/March, traffic towards south, i.e Rameswaram, Kanyakumari etc.

To tackle the demand during the above said peak periods, some special local rules are to be followed for allotment.

For example :

(a) Customer "A" applied for a GSCN coach on 01.11.2010 to commence his journey on 01.03.2011 but customer "B" applied for a GSCN coach on 15.11.10 to commence his journey on 20.12.10. In this case the application of party "B" will be considered first due to duration of date of commencement of journey is short.

7. Charges on FTR coaches and Special trains: The following charges are leviable for such booking which is subject to change as per the directives of the Railway Board without any prior notice.

(a) The fare will be charged point to point at full adult Mail/Express fare of the concerned class on round trip basis, which means the fares shall be levied in the return direction up to the point from where the train originates and on the basis of Full Adult Mail/Express fares of the concerned class for the actual number of persons travelling or the marked carrying capacity of the coaches whichever is more. The service charge at the rate of 20% will be levied on the base fare and not on any other charge/surcharge including safety, super-fast and reservation surcharges. If extra passengers are carried, the charges will be levied pro-rata for the additional passengers declared at the starting station before or at the time of the commencement of journey.

- (b) Empty haulage charges will be charged at actual distance of empty haul at 50% of Full Tariff Rate (FTR) for the carrying capacity of the coach subject to minimum haul of 200 Kms. FTR will be calculated at fare including safety surcharge and reservation charge but excluding service charge.
- (c) Minimum distance for charging special coaches will be 500 Kms. for Mail/Express trains.
- (d) Minimum charges for special trains will be for 18 coaches.
  
- (e) Charges for SLR & Luggage Van-SLR coach will be charged at carrying capacity of the sleeper class coach with sleeper class fare. However, the utilisation of luggage portion to the extent of carrying capacity of SLR coach may be allowed without levying any extra charge.
  
- (f) Detention Charges: Detention charges will be levied for detention of Special train/Coaches at the request of the customer at the starting, intermediate or destination stations. Detention charges will be levied @ Rs.600/- per hour or part of an hour per coach subject to minimum charge of Rs.1500/- per coach without giving any free time. These charges are revised from time to time.
- (g) The charges should be paid in full, 48 hours in advance of the departure of the train to which special coaches are to be attached. If the requisition for special coach/special train is cancelled two days before the scheduled day of journey or earlier, 10% of the registration charge will be forfeited. If cancellation is done one day in advance (excluding the day of journey) and up to 4 hours before the scheduled departure of train, cancellation charge shall be 25% of the chargeable fare and if the journey is cancelled within four hours before the scheduled departure of the train or after wards, the cancellation charge will be 50% of the chargeable fare.

- (h) After receipt of the application duly forwarded by the Station Manager, feasibility of the movement will be verified and permission will be given by the CPTM for deposit of security amount within a specific period according to the duration of the journey commencing date.
- (i) After ensuring the terms and conditions mentioned in the order for deposit of security amount, customer will deposit the amount with the Station Manager/Chief Booking Supervisor in the Station and submit a Xerox copy of the Money receipt attested by Station Manager or Chief Booking Supervisor, a copy of photo identity card of the organiser and a declaration that they will not carry any inflammable articles during the course of journey to the office of CPTM.
- (j) The programme of the party will be circulated to the concerned enroute railways for haulage confirmation. After receipt of the haulage confirmation final order in a shape of MEMORANDUM will be issued to the customer. On receipt of the memorandum customer will proceed to the concerned booking office and deposit the railway dues with the Station Master/Chief Booking Supervisor before 48 hours of journey.
- (k) The Railway on which the tour originates will hand over to the organizer/conductor of the tour or the person reserving the coach, special train etc. a folder in the specified form. It is the duty of the Station Master to fill up the details in the folder presented by the party and initial the folder and affix station seal. It is the responsibility of the organizer 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 the request of the customer either in the original programme or subsequently approved programme. On completion of the tour, the folder shall be submitted to the Station Master of the originating station of Railway from which the tour originates within 15 days of completion of the tour.

- (l) Present position of allotment.
- (m) Disclaimer: All efforts have been taken for accurate & up to date position. However in case any irregularities/errors is noted, the same may kindly be pointed out to the office of Chief Passenger Transportation Manager, ECOR SADAN, Rail Kunj, Chandrasekharpur, Bhubaneswar. The charges & fares etc are changeable from time to time as per the directives of the Railway Board & will be final.

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