

Procedure for Booking of FTR Coaches/Special Train.

1. Application for booking of Special Coach hauled by trains/Special Train with details of journey such as destination, route, halts en-route and duration of halt will be submitted to the Chief Passenger Transportation Manager(CPTM) EAST Coast Railway, Rail Sadan, Chandrasekharapur, Bhubaneswar-17 duly forwarded by the Station Manager of journey commencing Station not before six months and not later than one month from the date of journey.
2. After verifying the feasibility, letter will be sent to the Party for deposition of Registration cum- security amount with Station Manager/Chief Booking Supervisor of the journey commencing Station.
3. After depositing the due security amount, Party is required to submit the photo copy of the money receipt, Xerox copy of identity card of the organizer and declaration not to carry any inflammable articles in the coach during the journey.
4. On receipt of the above documents, tour programme for haulage confirmation will be communicated to the concerned Railways.
5. After receiving haulage confirmation from foreign railways with original/ modified programme as agreed by the Party, memorandum will be issued to all concerned at least 72 hrs. before the commencement of journey. Party will be advised in the said memorandum to submit the detailed list of the intending passengers to Station Manager/Chief Booking Supervisor of the journey commencing station.
6. After receiving the memorandum, Party will submit the programme to the Station Manager/Chief Booking Supervisor and deposit the full fare at least 48hrs before departure of the train. Party will collect Special Ticket with a journey folder and will commence journey as per the programme.
7. For booking of a special train, minimum composition of the train will be 18 coaches including 2 SLRs to facilitate reversal during journey. Details of the tour programme in such case, must contain halts to be availed by the party as well as duration of halt. Minimum distance for booking of Special Train is notified time to time.