

### What is the booking procedure for Circular journey Tickets?

Once your itinerary is finalised, you can approach the **Divisional Commercial Managers** of the Division or Station Managers of certain major stations to which the journey commencing station belongs.

The Divisional Commercial Manager or the station authorities will then calculate the cost of the tickets based on your itinerary. He will also inform the **Station Manager** concerned of the same, in the prescribed format. You can purchase Circular Journey Tickets by presenting this form at the Booking Office of the station from where you propose to start your journey. After purchasing the Circular Journey Ticket, you must approach the **Reservation Office** to reserve your accommodation for various laps of your journey. You will then be issued reserved tickets for the journey.

### How do I book-a special tourist car/coaches/saloons/ special trains on Full Tariff Rates.

All the trains/coaches/saloons, etc. on Full Tariff Rates (FTR) shall now be booked through single window booking system by Indian Railway Catering and Tourism Corporation (IRCTC). Any Individual/party/Government agency desirous of booking trains/coaches on FTR can register online directly or approach IRCTC's Regional/Headquarters' Office, through mail, telephone, etc. IRCTC will co-ordinate with Railways for booking of special trains/coaches on FTR and shall levy facilitation charge @ 5% of the total fare for booking of special trains/coaches/saloons on FTR on behalf of the individual/ party/Government agency, etc. for co-ordination work which include registration of indent, obtaining confirmation from Railways, getting the rate advice from the nominated Officer/staff of nominated stations and in turn advise the fare to party/individual/Govt. agency, deposit of fares, submission of the folder/receipts after completion of the journey, cancellation of indent, etc.. Registration of special trains/ coaches/saloons on FTR shall be made minimum one month in advance and not beyond six months of the date of proposed journey. No manual booking/booking through UTS is permitted except for Paramilitary Defense Forces.

The charges applicable are as under:-

- (a) Security Deposit @ of Rs. 50,000/- per coach.
- (b) Point to point fare on round trip basis.
- (c) 30% service charge on point to point round trip basis.
- (d) Empty haulage charge for minimum 200 Kms.
- (e) Detention charge for detention of coach, if any.
- (f) GST @ 5% of total fare in case of AC and First class coaches are utilised.
- (g) Superfast charge for Superfast service, etc.
- (h) Engine detention charge for detention of engine in case of special train, etc.

### OTHER;

No concession is permissible even for senior citizens and children in such special trains/coaches/saloons, etc.

### Now let's tell you about booking your luggage.

#### Booking of Luggage:

#### How much luggage am I allowed to carry?

Each passenger is allowed a **Free Allowance** up to which he can carry luggage with him in the compartment, free of cost. The Free

Allowance varies for different classes of travel. Children aged 5 and below 12 years are allowed half of the Free Allowance subject to the maximum of 50kg. You are also permitted a **Marginal Allowance** as indicated in the table.

| Class                           | Maximum Limit (Kgs) | Free Allowance (Maximum Limit) | Marginal Allowance for luggage |
|---------------------------------|---------------------|--------------------------------|--------------------------------|
| AC First Class                  | 150                 | 70 kgs.                        | 15 kgs                         |
| AC 2-Tier Sleeper/ First Class  | 100                 | 50 kgs.                        | 10 kgs.                        |
| AC 3-Tier Sleeper/ AC Chair Car | 40                  | 40 kgs.                        | 10 kgs.                        |
| Sleeper Class (Exp/Ordinary)    | 80                  | 40 kgs.                        | 10 kgs.                        |
| Second Class (Exp/Ordinary)     | 70                  | 35 kgs.                        | 10 kgs.                        |

Luggage beyond the above quantity can be booked in advance and carried in the brake-van.

### What if my luggage exceeds the Free Allowance?

If your luggage marginally exceeds the Free Allowance, you will be charged at normal rates. Above marginal allowance penalty will be charged, if detected. Make sure to book your excess baggage in the Luggage Office, pay the prescribed charges and get your tickets endorsed by cross-referencing the luggage ticket details, before commencing your journey. Please note that Free Allowance is not admissible for articles such as scooters, cycles, etc.

### What if my luggage gets stolen en route?

In case of theft of luggage, robbery/dacoity in running trains, you can approach train conductors/coach attendants/ guards or GRP escort. They will give you the **FIR Form**, which may be duly filled-in and handed over to them. The complaint will then be forwarded to the **Police Station** for necessary action. You need not break your journey to lodge a complaint with the police. You can also approach the **RPF Assistance Posts** at major railway stations, for any assistance in lodging the complaint.

### If my booked luggage is lost or damaged, how much compensation will I get?

Where value of the luggage booked has not been declared beforehand by the consignor and the prescribed percentage charges not paid, the monetary liability of the Railways has been limited to Rs. 100/- per kg. However, where the consignor has declared the value of the consignment and has also paid percentage charges, he will be entitled to get the claimed amount which will not exceed the value of the luggage so declared at the time of booking. The procedure of payment of percentage charge can be enquired from the Luggage Booking Office.