



**Be considerate towards your fellow-passengers. Avoid smoking, gambling or creating noisy scenes in your compartment. Let your travel be a pleasure for others too, not only for yourself.**

**Change in travel plans? Let's answer your questions...**

**Can I prepone or postpone my reservation?**

The date of journey on Confirmed/RAC/waitlisted tickets can be preponed or postponed in the same/higher class or for the same destination on payment of prescribed charges. This facility can be availed only once, irrespective of whether the accommodation available is reserved or RAC or Waitlisted.

If you want to prepone or postpone the date of your journey, you should surrender your tickets during working hours of reservation office atleast forty eight hours before the scheduled departure of the train in which originally booked subject to restriction during 1<sup>st</sup> hour of advance reservation period opening if any.

**Can I change the boarding station?**

Yes, you can. All you have to do is submit a written request to the Station Manager of the original boarding station or contact any Computerised Reservation Centre, at least 24 hours before the departure of the train. However, no refund is permissible for the unused portion of the journey. The change of station once made will be final i.e. in case a passenger has changed the boarding point, he/she will loose all rights to board the train from the original boarding point. If found travelling without any proper authority to travel, he/she will have to pay fare with penalty between original boarding point to changed boarding point.

**Can I break my Journey at any Intermediate station?**

If you hold a journey ticket for more than **500 kms**, you can break your journey once for two days at any station enroute. This facility can be availed only after travelling 500 kms from the starting station. If your ticket is for more than **1000 kms**, you will be allowed to break your journey twice.

The day of arrival and departure must be excluded while calculating the number of eligible days for break of journey. And remember to get your ticket endorsed by the **Station Manager/Ticket Collector** at the station where you intend to break your journey.

**Note:** This facility is not **available** to passenger travelling by **Rajdhani/ Shatabdi/Jan Shatabdi** Express trains.

This facility is **not permitted** short of the station up to which reservation has been done.

Intention to break journey is to be advised at the time of original booking and not after **obtaining reservation**.

**Can I extend my Journey beyond the original destination?**

Yes, Indian Railways allow extension of journey. This can be done by approaching the ticket checking staff either before reaching your destination or after completion of booked journey. The fare for the extended portion of the journey will be collected without the benefit of telescopic rates.

**Can I upgrade my ticket to a higher class enroute?**

Your reserved ticket for a lower class can be upgraded to a higher class for the same train and date, subject to availability of accommodation. The upgrading of accommodation can be done only once on collection of fresh reservation charges and the fare difference. This can also be done during the journey by approaching the Travelling Ticket Examiner.

**Can my confirmed ticket be transferred to somebody else?**

If you are holding a confirmed ticket and are unable to travel, your ticket can be transferred to your family members viz, father, mother, brother, sister, son, daughter, husband or wife. To transfer your ticket, you must submit your request atleast 24 hours in advance of the scheduled departure of the train.

**Tickets can also be transferred:**

To another Government Servant travelling on duty, atleast 24 hours In advance of the scheduled departure of the train.

To other students of recognised Educational Institution when the Principal/Head makes a request atleast 48 hours in advance of the scheduled departure of the train.

To other members of the marriage party, if the head of such a party makes a request atleast 48 hours in advance of the scheduled departure of the train. To other cadets of NCC, if the head of the group makes a request **atleast 24 hours** in advance of the scheduled departure of the train. Such changes can be made only once - if the request does not exceed 10% of the total number of group members.



**Circular Journey Tickets. Reserving special carriages. Booking a train... Let's help you out.**

**What are Circular Journey Tickets ?**

If you wish to go on a pilgrimage or sightseeing trip to many destinations, Indian Railways provide the facility of booking Circular Journey Tickets. These tickets offer you unique travel flexibility, as they are issued for all journeys (other than regular routes) which begin and end at the same station. Circular Journey Tickets can be purchased for Second & Sleeper Classes. A maximum of **eight** break of journeys will be admissible on these tickets. Endorsements for break journeys are not needed.

**Standard Circular Journey Tickets** are also offered by Zonal Railways. These cover popular destinations for the convenience of tourists. The details of route, fare etc., for these tickets can be obtained from nominated stations in each Zonal Railway. You can purchase these tickets if any one of the standard routes suits your convenience. Otherwise you can inform the Zonal Railways about your itinerary and Circular Journey Tickets can be drawn up to suit your requirements. This facility is available only in Second & Sleeper Classes.

**What are the advantages of booking a Circular Journey Ticket?**

Circular Journey Tickets give you the benefit of **telescopic rates**, which are considerably lower than regular point-to-point fare. These rates are calculated on Mail/Express Fares.

With these tickets, you not only save time but also the Inconvenience of booking tickets for each leg of the journey.

### 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.

The charges applicable are as under:-

- Security Deposit @ of Rs. 50,000/- per coach.
- Point to point fare on round trip basis.
- 30% service charge on point to point round trip basis.
- Empty haulage charge for minimum 200 Kms.
- Detention charge for detention of coach, if any.
- GST @ 5% of total fare in case of AC and First class coaches are utilised.
- Superfast charge for Superfast service, etc.
- 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.

