

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

Commercial Circular No. 19 of 2013

TCII/2003/12/Refund Policy

New Delhi, dated 12.03.2013

The General Managers (Comml.),
All Indian Railways.

Sub: Revision of Clerkage charges and Cancellation charges.

It has been announced in the Railway Budget 2013-14 for revision of Clerkage Charge and Minimum Cancellation charge as under:-

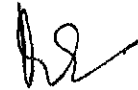
- (1) **Clerkage charges** : The clerkage charge leviable on cancellation of unreserved, RAC & Waiting list tickets is proposed to be revised as under :

Class	Clerkage charge in case of cancellation of waiting list and RAC tickets (In rupees)	
	Existing	Revised
Second	10	15
Sleeper	20	30
AC Chair Car	20	30
AC-3 Economy	20	30
AC-3 Tier	20	30
First Class	20	30
AC-2 tier	20	30
AC First	20	30
Executive	20	30

- (2) **Cancellation Charges** : The cancellation charges leviable on cancellation of reserved tickets is proposed to be revised as under :

Class	Minimum cancellation charge in case of cancellation of confirmed tickets (In rupees)	
	Existing	Revised
Second	20	30
Sleeper	40	60
AC Chair Car	60	90
AC-3 Economy	60	90
AC-3 Tier	60	90
First Class	60	100
AC-2 tier	60	100
AC First	70	120
Executive	70	120

3. The above changes are proposed to be implemented w.e.f. 01.04.2013.
4. **This letter issues as an advance intimation of the proposed revisions.** A draft circular for incorporating these changes should be kept ready but should be issued only after receipt of Board's sanction in this regard.
5. Special arrangements should be made to ensure that necessary instructions reach the staff well in time. Steps should also be taken to ensure that the staff fully understand these changes and implement them properly.
6. This issues with the concurrence of Finance Directorate of Ministry of Railways.
7. The receipt of this letter may be acknowledged. Also please check these instructions on the Indian Railways 'website - www.indianrailways.gov.in.
8. Zonal Railways should arrange wide publicity to the revision in these charges w.e.f. 01.04.2013 and related instructions through the press, media and through notifications and announcements at stations.
9. Necessary instructions may be issued to all concerned immediately and compliance ensured. Suitable modifications in various software may also be done on top priority.



(Dr. Monica Agnihotri)
Director Passenger Marketing,
Railway Board.

TCII/2003/12/Refund Policy

New Delhi, dated / 2 / 03.2013

Copy forwarded for information to:

1. DAI (Railways), New Delhi.
2. FA & CAOs, All Indian Railways.
3. Principal Director of Audit, all Indian Railways.



for Financial Commissioner/Railways

TCII/2003/12/Refund Policy

New Delhi, dated / 2 / 03.2013

Copy forwarded for information and necessary action to:

1. CCMs, All Indian Railways.
2. CCM(PM)s, All Indian Railways.
3. ADV(Rates), ED (T&C)), EDVT, ED(C&IS), ED(Chg), EDFC, EDTT(F), DTC(G), Director (Catering), JDTC(G) & DDTC(R) Railway Board.
4. TC-I, TC-III, TC-IV, TC(R), TC(CR), TG-I, TG-II, TG-III, TG-IV, TG-V, TC(FM), Tourism, V(SS), Budget, Coaching-II, E(W) & F(C) Branches, Railway Board.

5. The General Secretary, IRCA, Chelmsford Road, New Delhi for issue of necessary correction slip to IRCA Coaching Tariff No. 26, Part. I (Vol. I).
6. General Manager, Centre for Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi - 110021
7. Director General, Railway Staff College, Vadodara.
8. Managing Director, Konkan Railway Corporation Ltd., Belapur Bhavan, Plot No. 6, Sector 11, CBD Belapur, Navi Mumbai - 4000614.
9. General Manager, Metro Railway, 33/1, J.L. Nehru Road, Calcutta-700071.
10. **Managing Director/IRCTC, New Delhi**
11. Chairman, Kolkata Port Commission's Railway, Kolkata.
12. Manager, Mumbai Port Trust Railway, Mumbai.
13. Chairman, Chennai Port Trust Railway, Chennai.
14. The General Secretary, All India Railwaymen's Federation, Room No, 253, Rail Bhawan, New Delhi.
15. The General Secretary, National Federation of Indian Railwaymen, Room No. 256-E, Rail Bhawan, New Delhi.
16. The Secretary General, All India R.P.F. Association, Room No. 256-D, Rail Bhawan, New Delhi.
17. The Secretary General, Federation of Railway Officers' Association, Room No. 256-A, Rail Bhawan, New Delhi.
18. The Secretary General, Indian Railway Promotee Officers' Association, Room No, 268, Rail Bhawan New Delhi.



(Dr. Monica Agnihotri)
Director Passenger Marketing
Railway Board