PROCEDURE FOR BOOKING OF CARRIAGES / TOURIST CARS / SPECIAL TRAINS ON FULL TARIFF RATES (FTR)

a) The party will make an application addressed to the Senior Divisional Operations Manager of the Division where the   originating station is situated, or Chief Passenger Transportation Manager, Southern Railway, Headquarter Office, Park Town, Chennai - 600 003.

b) The application for   extra coaches on Full Tariff Rates (FTR) will include the following :
   i)   Name or identification details of the applicant.
   ii) Purpose of journey (Marriage/Foreign Tourist/Student tours etc. along with necessary proofs, where required).
   iii) Train on which extra coach is desired on FTR.
   iv) Name of Station from which extra coach is to be attached on this train.
   v)   Name of Station at which extra coach will be detached from this train.
   vi) Type and number of coaches desired.
   vii) Date and scheduled time of commencement of journey.
   viii) Date and scheduled time of end of journey.
   ix) Other details of itinerary including change of train, if any.
   x)   In the case of railway employees, requisition should be forwarded by controlling officers concerned.

c) The application for Special Trains on Full Tariff Rates (FTR) will include the following:
   i)   Name or identification details of the applicant.
   ii) Purpose of journey (Marriage/Foreign Tourist/Student tours etc. along with necessary proofs, where required).
   iii) Originating Station.
   iv) Destination Station.
   v)   Route/Via.
   vi) Type and number of coaches desired.
   vii) Date and time of commencement of journey.
   viii) Date and time of end of journey.
   ix) Other details of itinerary including intermediate halts, if any and their specific duration along with reasons.
   x)   The number of special free halts permitted shall be a maximum of 2 (Two) in each block of 1000Kms journey.

d) Since processing the application normally requires a detailed co-ordination effort involving different departments and different Zonal Railways, applications are normally accepted at least 30 days in advance (but not more than 6 months before the commencement of the journey).

e) The party will have to deposit an amount of Rs 50,000/- (Fifty thousand only) per coach requisitioned (as registration charge cum security deposit). This will be payable at the station where the proposed journey will commence and is subject to revision as per the extent rules.

In case of Special Trains, the security deposit will increase proportionately depending on the number of coaches desired subject to the prevailing rules of minimum composition. At present, a minimum of 18 coaches is required to be booked for the special train.

f) Additional information/declaration may be asked for by the railway administration in order to process the application.

g) It will be the sole discretion of the railway administration to allot a Special Coach /Train and programme it's movement, depending upon the availability of Coaches /Engines/ Path and other operational consideration.

h) No guarantee can be given for the haulage of the Coach/ Tourist cars by any particular train either on this railway or on other Zonal Railway.

i) If the railway administration is not in a position to arrange the running of Special Coaches/Trains on FTR due to operational reason (like paucity of coaching stock, non-availability of room in the desired train , restrictions imposed from time to time etc.) the amount of deposit fee will be refunded as per extant commercial norms.

j) Any change in the programme is also subject to prior approval of the Railway Administration and all charges due owing to the change should be paid in cash at the station concerned.

k) The party will have to complete all commercial formalities as per extant rules by a stipulated time before the commencement of journey. These fares and rules are subject to revision from time to time. Further details in this regard may be obtained from the office of the Chief Commercial Manager/Passenger Marketing/Headquarters (CCM/PM) Southern Railway, Park Town, Chennai 600 003.

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