



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 a longer distance on payment of nominal charges. This facility can be availed only once, irrespective of whether the accommodation available is reserved or RAC or wait-listed.

If you want to prepone the date of your journey, you should surrender your ticket during working hours and up to **six hours** before the scheduled departure of the train in which fresh reservation is required. For postponement, the ticket must be surrendered at least **24 hours** before the scheduled departure of the train in which reservation is presently held.

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 lose 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 at least 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 all classes of travel. 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.

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.

Reserving Special Carriages:

Tell me about Tourist Cars and Reserved Carriages...

For large groups travelling together, Indian Railways provide exclusive coaches that can be attached to regular trains* according to your programme. Besides the convenience of travelling according to your own itinerary, you can also enjoy total privacy and comfort.

These Tourist Cars are available in Second Class, Sleeper Class, First Class and Air-conditioned First Class with facilities for cooking. The upper class coaches have amenities such as linen, bathroom, sitting cum dining room, attendants compartment, etc.

*Special coaches cannot be attached to certain trains due to operational restrictions.

How do I book a Tourist Car/Reserved Carriage?

You must apply to the **Chief Passenger Transportation Manager** at least **30 days** in advance and not more than 6 months prior to the commencement of the journey.

Your application must include details such as destination, route to be followed, halts enroute and the specific train to which the Tourist Car/Railway Carriage is to be attached.

How much does it cost to book a Tourist Car/Reserved Carriage?

Remarks: Initially, you need to pay **Rs. 50,000/-** per coach as security deposit to the **Station Manager** of the originating station.

Charges will then be calculated on a point-to-point basis. Full adult Mail/Express fares will be charged for actual number of persons travelling or the marked carrying capacity of the coach, whichever is higher.

The charges must be paid in full, atleast **48 hours** in advance of the departure of the train to which these coaches are to be attached.

The charges will include fare, detention charge and empty haulage charge, superfast charge in case coaches are attached in superfast trains. Service tax in case of First Class/ AC class coaches.