

Booking of Special Train / Coach on Full Tariff Rates (FTR)

All the trains / coaches/Saloons on Full Tariff shall now be booked through single window booking system by Indian Railway Tourism and catering Corporation (IRCTC). Henceforth, any individual/party seeking to book trains/coaches on FTR shall approach IRCTC and, IRCTC shall book trains/coaches online on behalf of the individual party. The detailed guidelines for online booking of special trains/coaches/saloons etc., by IRCTC through single window booking system are as under:-

General Guidelines:

Party should open IRCTC Website or click on this link <https://www.ftr.irctc.co.in.ftr>. Any individual/party/government agency etc. wanting to book trains/coaches/saloons etc., on Full Tariff Rates shall approach IRCTC (Regional/Headquarter Office, through e-mail, telephone etc.,) and IRCTC shall place indent online on behalf of the individual/party for booking of special trains/coaches on FTR. IRCTC shall levy facilitation charge @5% of total fare for booking of special trains/coaches/saloons on Full Tariff Rates, on behalf of any individual/party/Government agency etc., for co-ordination work. Priority shall be accorded for booking of special trains/coaches saloons etc., on FTR over extra coaches to clear waitlisted passengers. Registration of special trains/coaches/saloons etc., shall be made minimum one month in advance and not beyond six months of the date of proposed journey. Registration in the period short of one month shall require specific permission of the CPTM of the Zonal Railways on case-to-case basis.

A. Registration of Indent and Security deposit :

Registration for booking of special trains/coaches/saloons etc. shall be made online by IRCTC on behalf of an individual /party/government agency etc. No manual booking / through UTS shall be permitted.

B. Security-cum-Registration :

Deposit shall be taken as revolving security deposit uniformly for both booking of coaches and rakes. Revolving Security and Registration deposit may be in the form of e-wallet / RDS system (Zonal Railway-wise), from which deduction may be made by Railways for the purpose of countermanding charges, other dues pending if any etc. Revolving Security Deposit may be minimum 5 Lakh in e-wallet/RDS account of each Zonal Railway). Booking shall not be permitted if the revolving deposit falls below 5 lakh. Maximum limit for collection of security deposit by IRCTC from Individual/Party/Govt. agency etc. shall be Rs.50,000/- per coach. However, election specials shall continue to be booked by IRCTC on behalf of Ministry of Home Affairs as per existing instruction No.C-II/2003/2014/Policy-election (CAPF) dated

17.11.2017. On confirmation of indent by Operating Branch, IRCTC shall deposit the fare payable at the Sealdah Rly. Station. All the co-ordination work like registration of the indent, obtaining confirmation from Railways, deposit of fares, submission of folder been countermanded by IRCTC. Rs. 50,000 per train/coach shall be deducted as countermanding charge from the RDS account/e-wallet of IRCTC.

C. Countermanding charge:

If the requisition of special train/coaches is cancelled two days in advance before the scheduled day for journey or earlier, 10% of Rs. 50,000/- per coach shall be charged against IRCTC. If the cancellation is done one day in advance (excluding the day of journey) and upto four hours before the scheduled departure of the train, cancellation charge shall be 25% of the chargeable fare and if journey is cancelled within four hours before the scheduled departure of the train or afterwards, the cancellation charge will be 50% of the chargeable fare.

D. Refund :

After completion of tour, folder/receipt in original shall be deposited by IRCTC in the Zonal Railways Office within 30 days of completion of journey. Zonal Office in consultation with originating station shall verify the details and in case of excess demand, the required amount shall be deducted from the RDS account/e-wallet of IRCTC or in case of refund, the same shall be refunded in the RDS account/e-wallet of IRCTC after completion of the journey.

E. Identity Card :

At the time of booking, only the number of passengers shall be mentioned in the online request. The names of members of the party shall be submitted to the station master of the journey origination station before 24 hours of the departure of the train. Identity tokens shall be provided duly stamped and countersigned by Station master of the journey commencing station. Last minute change due to illness or any other exigencies upto 10% of the total passengers shall be allowed by Station master. Operating orders shall be issued by operating department of. Zonal Railways and all fare related issue shall be dealt with by Commercial department of Zonal Railways.

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