

JOURNEY CARD TICKET

1. SINGLE JOURNEY TICKET :

- ❖ Issued for performing a single journey.
- ❖ It contains the following details:
 - From and To stations
 - Distance in kilometers & Fare in Rs.
 - Mail/Express or Ordinary
 - Route/Class
 - Ticket Number & Month and Year of supply
 - A red waved band in case of Foreign ticket
 - Code initials of the issuing Railway in the back of the ticket
- ❖ In Second class ticket From and To is printed in three languages.
- ❖ For other classes, it is printed in Hindi and English.
- ❖ At the time of issue, the ticket must be dated on the face of ticket.

2. RETURN JOURNEY TICKET :

- ❖ It is issued for performing both outward and return journeys.
- ❖ Each ticket will have two portions for outward and return directions.
- ❖ Letter "R" is printed on the return journey portion.
- ❖ In the destination, the "R" portion is cut and returned to the passenger.
- ❖ At the time of issue, the ticket should be dated on the both ends on the reverse.
- ❖ Ordinary return tickets issued over Suburban section are valid upto the next day.
- ❖ If the next day is a Sunday or Public Holiday, the ticket will be valid for return journey till the working day immediately following such holiday.

3. 2 / 4 / 6 ADULT TICKET :

- ❖ This ticket is issued only in Reservation office.
- ❖ It is issued when reservation is given for a group of 2 or 4 or 6 passengers.
- ❖ The number of passengers permitted is printed on the ticket.
- ❖ This ticket helps to give quick reservation and saves time.

4. COMBINED TICKET :

A Combined class/ train ticket can be issued only when the Railways cannot provide the same class / type of service for the entire journey and fare collected as follows:

- ❖ Fare calculated individually for the portions of journey in respective classes.
- ❖ If more than one portion of journey is by the same type of class and train, such portions can be treated as one portion by adding the distances.
- ❖ If fare for the entire journey by the higher class / train is less than the combined fare, only the fare by the higher class / train should be collected.

Luggage free allowance and colour of ticket will be as for the higher class.

5. STANDARD CIRCULAR JOURNEY TICKET :

- ❖ This ticket is issued for "Standard tours" covering the Holy places/pilgrim centers/tourist spots.
- ❖ The ticket holder is permitted to break journey a maximum of eight times within the period of validity.
- ❖ They are not permitted to travel on a section more than once unless specified.
- ❖ Reservation charges are collected for every leg of journey.
- ❖ Supplementary charges once paid will be valid for the entire validity period.
- ❖ Two Safety surcharge to be collected treating it as two single journeys.

6. CHECK SOLDIER TICKET :

- ❖ This ticket is issued in exchange of Military warrant IAFT 1752.
- ❖ Types of CST:
 - Local CST Single
 - Local CST Return
 - Foreign CST Single
 - Foreign CST Return
- ❖ The name of the designation station is not printed in this ticket.
- ❖ It is issued for 2A, 1st, SL & II classes with stub portion of warrant.
- ❖ CST is valid only with the stub portion of the warrant.
- ❖ The warrant is treated as voucher for the actual fare and sent to cash office.
- ❖ Reservation charge, Safety surcharge and supplementary charges have to be levied and debited to the Ministry of Defence.

- ❖ Luggage Free allowance – 40 kg. per adult for all classes.

7. ATTENDANT TICKET (C.T. 239 – 241) (IRCM 249, 250) :

- ❖ Attendant is a person employed on salary for the personal service of the passenger.
- ❖ This is issued to attendants on collection of charges as follows:

Passenger	Class of Travel	Number of Attendants	Attendant to Travel in	Fare for Attendants
Adult	I-AC	Two	II/SL	II/SL
	I Class/2-A	One	II/SL	II/SL
Lady traveling alone/With Child	I Class	One Lady	II/SL**	II/SL

** A Lady attendant of a Lady Passenger permitted in FC on following conditions:

- No other lady passenger is available in the compartment.
- Attendant can travel in I-class only between 20.00 Hrs & 06.00 Hrs.
- No separate berth will be allotted.
- The attendant must return to II-class if another lady passenger joins en route.
- ❖ Attendant is permitted to enter in higher class to serve his master or mistress without causing any inconvenience to other passengers.
- ❖ Separate ticket is issued for Attendants, marked as "Attendant".

8. SEASON TICKET (C.T. 242) :

- ❖ It is issued in I and II classes separately for adult and child for monthly and quarterly periods and charged as follows:
 - Child Season ticket - Half of adult fare.
 - Quarterly Season ticket - 2.7 times Monthly Season ticket fare.
 - First Class Season Ticket - 4 times Second class season ticket fare.
- ❖ The minimum fare for II MST is Rs. 60/-.
- ❖ The ST contains the details of stations between which available, class, fare etc.
- ❖ The following details are written by the Booking Clerk at the time of issue:
 - Name of the passenger
 - Sex and age
 - Date of issue
 - Date of expiry

- Identity card Number
- ❖ A photo identity card is issued to the passenger, Seal and signature of the S.M. will be affixed across the photo, which will be partly on the photo and partly on the I/C card.
- ❖ The identity card and plastic cover cost Re. 1/- each.
- ❖ The passenger should carry the photo identity card with the ST while traveling.
- ❖ The identity card is valid for 5 years from the date of issue.
- ❖ Passenger should sign on the ticket before commencing the journey.
- ❖ Safety surcharge : Rs. 10/- for II MST and Rs. 20/- for I MST and 3 times for QST.

Passenger	Fare (Rs.)	Age (Yrs.)	Distance Limit (km)	Class
General Public	100%	--	150	I/II
Students – Boys upto X Girls upto XI	Free	--	150	II/O
Students – General	50% of Gen. public	upto 25	150	I/II
Students – SC/ST	50% of Student fare	upto 27	150	I/II
Railway Employees	25%	--	110	I/II
Market Vendor	150%	--	150	II
Unorganised sector labourers having income less than Rs. 400/- p.m.	Rs. 15/- \$\$\$	--	100	II/O

Note: Employees & Market Vendor Season Tickets are issued only in Notified stations.

\$\$\$: An income certificate in the prescribed Proforma from Local authorities like BDO/Tahsildar and a Recommendation letter from an MP/MLA to be obtained. Copies of both these certificates to be given to avail low value monthly ST. This Season Ticket is valid only by II ordinary. Original Certificate must be carried during travel for verification of Ticket Checking staff and it is valid for 3 months.

- ❖ Students should produce a concession order from the Head of the institution.
- ❖ The concession order is valid for 14 days from the date of issue.

- ❖ Luggage on Season ticket:

Season Ticket	Free Allowance (Kg.)	Marginal Allowance (Kg.)
I Class	15	5
II Class	10	5
Market Vendor	60 Outward	Nil
	25 Return (Empty)	Nil

- ❖ Season ticket can be renewed upto 10 days in advance of the date of expiry at either of the stations.
- ❖ Season ticket holders will be treated as traveling without ticket if:
 - They have more than one season ticket to overcome distance restriction.
 - They travel without the Identity card.
 - They travel in reserved coaches, except in notified sections.
- ❖ Season ticket holders are permitted to travel by Super fast trains on payment of Supplementary charges.
- ❖ Season ticket holders can break journey anywhere.
- ❖ No refund is to be allowed on season tickets under any circumstances.

9. **INDRAIL PASS TICKET :**

- ❖ This ticket is issued to the following persons:
 - Foreigners with valid passport.
 - Non-resident Indians.
 - Indian wives of foreigners.
 - Tourist guides with foreign tourists.
- ❖ It is issued for adult and child for a period of 1/2, 1, 2, 4, 7, 15, 21, 30, 60 and 90 days.
- ❖ Fare is printed in US dollars and fare collected in US \$, UK Pounds and Euro.
- ❖ Colour of ticket :
 - AC I Class - Blue
 - 2A/3A/CC/FC - Green
 - II/SL Class - Yellow
- ❖ At the time of issue the following details are to be filled by the Booking clerk:
 - Name of the Passenger
 - Country

- Passport Number
- First day of commencement of journey
- Last day of completion of journey
- Signature of the Booking clerk with Station stamp.
- ❖ Facilities given to an Indrail Pass holder:
 - Can travel from any station to any station
 - Can travel by all trains including Rajdhani/Shatabdi trains
 - Need not pay Reservation charges
 - Need not pay Supplementary charges
 - Need not pay Meals charge by Rajdhani/Shatabdi trains
 - Can Break journey anywhere.
 - Can make reservation 360 days in advance.
 - Separate Foreign tourist Quota available.
 - Given preference in Emergency Quota.
- ❖ For travel in Higher class, difference in fare for the portion of journey in Higher class is collected in Indian currency.
- ❖ Any Refund/Balance amount given in Indian currency only.
- ❖ Refund Rules for Indrail Pass:

Indrail Pass	Time of Surrender	Cancellation Charge
Unused Unreserved	Before Commencement of journey	Full Refund
	More than 2 days in advance excluding the day of journey	Full Refund
	Within 2 days and upto midnight of the day of journey	10%
	After midnight of day of journey	No Refund
Partially Used		No Refund
Lost/Misplaced/Torn		No Refund

JOURNEY PAPER TICKETS

1. BLANK PAPER TICKET (BPT) (IRCM 210, 211):

- ❖ This ticket is issued in exchange of concession orders, police warrants, etc.
- ❖ These tickets are printed on watermarked paper and are serially numbered.
- ❖ It is book form with each book having 50 tickets.
- ❖ Ticket has 3 foils - Accounts, Passenger, Record.
- ❖ On receipt, each book is to be counted & certified that all the foils are intact.

- ❖ At the time of issue (using double sided carbon) the following details are written:
 - Date of issue
 - From and to Station
 - Distance in Km.
 - Class/Fare
 - Concession details
 - Child/Adult
 - Signature of the Booking clerk and station stamp.
- ❖ A foreign BPT will have a red wavy band.

2. EXCESS FARE TICKET (EFT) (IRCM 212):

- ❖ It is in book form and serially numbered.
- ❖ Each book has 50 tickets and each ticket has 3 foils (Accounts, Passenger, Record).
- ❖ It is issued separately for Local and Foreign traffic.
- ❖ A foreign EFT will have a red wavy band.
- ❖ It is issued by Booking clerk for the following:
 - When printed card tickets are not available.
 - As duplicate ticket when reserved ticket is lost.
 - In exchange of Guard's certificate.
- ❖ It is issued by TC staff for the following:
 - Ticket less travel/Irregular travel
 - Journey extension
 - Change of class/route/train
 - Unbooked luggage
 - As duplicate ticket

3. SOLDIER'S TICKET:

- ❖ This ticket is issued in exchange of Military Warrants IAFT 1707 & IAFT 1707A.
- ❖ It is serially Machine numbered.
- ❖ Each ticket has 3 portions (Record, Guard and Passenger)
- ❖ If luggage is booked in BV, guard's portion is handed over to the guard; otherwise it is cancelled and sent to Accounts office.
- ❖ Journey particulars are shown on the face of the ticket and the luggage particulars are shown on the reverse of the ticket.
- ❖ The warrant is treated as voucher for the actual fare, reservation charges, Safety surcharge and supplementary charges if any, and the cash office.

4. TOURIST COUPON TICKET :

- ❖ It is issued by the authorized travel agents.
- ❖ It is issued to tourists traveling in groups.
- ❖ Conductors with tourist parties are allowed to travel free as under:

No. of Tourists	No. of Conductors
Less than 6	Nil
6 to 35	One
36 to 59	Two
60 and above	Three

- ❖ Normal fare as per class of accommodation is collected.
- ❖ It is also issued for tourist cars/saloons.
- ❖ Each ticket has 3 foils and written with double sided carbon.

5. NON-STANDARD CIRCULAR JOURNEY TICKET (C.T 253) (IRCM 269):

- ❖ The following journeys are treated as circular journey.
 - Journey by longer route, exceeding the shortest route by more than 15%.
 - Journey starting and ending at the same station.
- ❖ If the journey by a longer route is convenient due to availability of a direct train or slip coach, then it is not treated as circular journey.
- ❖ The tour program given by the passenger should be approved by CCM/DCM. SMR or CBS of notified stations are authorized to issue such tickets without the approval of CCM/DCM.
- ❖ Calculation of fare:
 - Total distance calculated on point-to-point basis.
 - The total distance divided by two and treated as two single journeys and charges collected for 2 single journeys.
- ❖ Calculation of validity period:
 - Journey time is calculated at the rate of 1 day for every 400 Km or part.
 - Break journey time is calculated at the rate of 1 day for every 200Km.
- ❖ Break journey rules:
 - Maximum number of Break journey permitted – Eight.
 - At the time of purchasing the ticket, the passenger should mention the stations where he requires break journey, and the same will be mentioned on the ticket.
 - No restriction on number of days of stay at a station or distance.
 - Reservation charges will be collected for each leg of journey.

- ❖ Supplementary charge should be collected for every super fast trains.
- ❖ The passenger cannot travel over a section more than once unless it is specifically mentioned on the ticket.
- ❖ Senior citizens are given 30% concession on circular journey tickets also if the total distance of travel is more than 1000Km.
- ❖ Two safety surcharges to be collected treating the ticket as two single journeys.

6. JOURNEY EXTENSION TICKET [JET] (IRCM 215):

- ❖ It is issued to Season ticket holders and return journey ticket holders when they want to extend their journey before the commencement of journey.
- ❖ It is in single foil in different denominations.
- ❖ The ticket no., date and time of issue should be filled by the BC/TC.
- ❖ The station upto which the journey is extended should be marked on the ticket.
- ❖ Fare for the extended portion without telescopic benefit should be collected.

7. RETURN JOURNEY PAPER TICKET:

- ❖ It is issued when printed card return journey ticket not available.
- ❖ It has 3 foils (accounts, passenger and record) and serially numbered.
- ❖ Each ticket has two portions for outward journey and return journey.
- ❖ The letter 'R' is printed on the return journey portion.

8. COMPUTER PRINTED TICKET (IRCM 278):

- ❖ This ticket is issued for reserved journeys through computer.
- ❖ It has a pre printed format with a eight digit ticket number.
- ❖ The computer as check digit prints the ticket number again.
- ❖ PNR NUMBER (PASSENGER NAME RECORD)
 - It has ten digits.
 - It is a unique number printed by the computer to identify the reservation.
 - It is essential for enquiry through IVRS also.
- ❖ At the time of issue, the following details are printed by the computer:
 - Train Number and Name
 - Date of journey
 - Class

- Station from and to
- Reservation upto
- Coach and berth/seat number
- Age and Sex of passenger
- Travel authority, if any
- Type of concession, if any
- Total fare
- Date, time and place of issue
- Distance and route
- Departure time of the train
- ❖ Maximum of 6 persons can be booked on a ticket.
- ❖ RANDOM NUMBER:
 - It is 3 digit number printed in the left hand bottom of the ticket.
 - This number will be same for all the tickets issued.
 - By a train
 - On a Date
 - To a destination.
 - This number is printed for ticket checking purpose.
- ❖ The CPT is printed on water on water marked paper.

9. **SMARTS TICKET (ADVANCED RAILWAY TICKETING SYSTEM):**

- ❖ This is an unreserved ticket issued by a microprocessor based SPTM.
- ❖ SMARTS ticket has a preprinted format.
- ❖ It has an 8digit ticket number.
- ❖ The computer as check digit again prints the last 4digit.
- ❖ At the time of issue, the following details are printed:
 - FROM and To stations
 - Distance
 - Class
 - No. of adults and child
 - Details of concessions, if any
 - Fare
 - Type of train
 - Date, time and place of issue
 - Random number (4 digits)
- ❖ The Random Number is same- On a Date & To a Destination.
- ❖ The random number is printed for ticket checking purpose.
- ❖ This ticket can be issued for maximum of 9 Adults and/or 9 Children.

- ❖ Accountal of tickets is done by a software viz. CARS {Centralised Accounting and Reporting System}
- ❖ Season tickets can also be issued on this system.

NON-JOURNEY CARD TICKETS

1. PLATFORM TICKET (C.T. 120) (IRCM 218, 248):

- ❖ It is issued only at notified stations.
- ❖ It is an authority to enter the platform.
- ❖ Platform ticket holder cannot remain in a carriage.
- ❖ The cost of a platform ticket is Rs. 3/-.
- ❖ It is valid for 2 hours from the time of issue.
- ❖ The date and time of issue will be marked on the ticket by the SM.
- ❖ The holder should surrender the ticket at the exit gate to the TC.
- ❖ No refund will be granted on Platform tickets.
- ❖ Platform Permits:

- Issued to persons having regular transaction in the platform.
- Rates for Platform permits:

Period	Large Stations (Rs.)	Other Stations (Rs.)
Monthly	15	12
Quarterly	45	36
Half yearly	90	72
Yearly	180	144

- Press Correspondents and News paper agents are charge 1/4th of the above rate, but Monthly Permits are not issued to them.

2. RETIRING ROOM TICKET (IRCM 1232):

- ❖ This ticket is issued to passengers occupying retiring rooms at stations.
- ❖ Retiring rooms are in charge of Matron/SM, who will allot the rooms and maintain retiring rooms register.
- ❖ This ticket is valid for 24 hours from the time of occupation.
- ❖ Extension of stay:
 - Permitted when there is no other demand.
 - Fresh ticket issued for another 24 hours.
 - For extension beyond 72 hours, DCM permission should be obtained.
 - For every extension, 25% extra collected.

- ❖ When the passenger vacates the room, the ticket should be collected and entered in the TCR and sent to Accounts office along with the collected tickets.
- ❖ MPs are allowed to pay 50% of the normal charges for their stay for the first 24 hours. Normal charges will be levied afterwards.

3. RESERVATION TICKET:

- ❖ This ticket is issued when seat/berth is reserved.
- ❖ It is valid for the particular train and date only.
- ❖ In case of Break journey, fresh reservation charge is collected.
- ❖ Reservation charges:

Class	Rs.	Enhanced Reservation Charge**
AC – I Class	35	50
AC 2 Tier	25	40
AC 3 Tier	25	40
AC Chair Car	25	40
First Class	25	40
Sleeper Class	20	30
Second Class	15	25

- ❖ ** Enhanced reservation charge will be applicable on tickets purchased for journey to commence from a station other than ticket issuing station and return journey tickets.
- ❖ The following are exempted from payment of Reservation charges:
 - Pass
 - PTO
 - Indrail Pass
 - ICRP
- ❖ W.E.F. 01/04/2006, PRS tickets will only be issued for any station where there is stoppage of the train in which the reservation is sought for.

4. SUPPLEMENTARY CHARGE TICKET:

- ❖ It is issued when the passenger is traveling by a super fast train.
- ❖ It is valid for the entire journey irrespective of Break journey.
- ❖ Supplementary charges:

Class	Rs.
AC – I Class	50
AC 2 Tier	30
AC 3 Tier	30
AC Chair Car	30
First Class	30
Sleeper Class	20
Second Class	10

- ❖ The following are exempted from payment of Supplementary charges:
 - Pass
 - PTO
 - Indrail Pass
 - ICRP
- ❖ A person traveling by a Super fast train without paying supplementary charges will be treated as follows:

If the journey is commenced by a Super fast train:
Supplementary charges plus Excess charge.

If journey is started by a normal train & changed into a Super fast train en route:
Supplementary charges only should be collected. No Excess charges is collected.

5. MELA TAX TICKET:

- ❖ This ticket is issued at pilgrim centers during mela period.
- ❖ This is collected only on journeys commencing from the mela station.
- ❖ The Railways will notify the Period during which it should be collected.
- ❖ The charge is collected on tickets of value more than Rs. 15.
- ❖ Mela charges:

Class	Rs.
AC – I Class	15
AC 2 Tier	10
AC 3 Tier	10
AC Chair Car	7
First Class	7
Sleeper Class	5
Second Class	3

NON-JOURNEY PAPER TICKETS

1. BED ROLL TICKET (IRCM 1233, 1234):

- ❖ Bed Roll is supplied free of charge to AC I Class Passengers.
- ❖ For AC 2 Tier and 3A passengers, the Bed Roll – charge is included in the fare.
- ❖ For the First Class passengers, Bed roll is supplied on demand on collection of Rs. 20.

- ❖ A Bed Roll ticket is issued to the passenger.
- ❖ It has 3 foils (record, passenger and conductor).
- ❖ The coach conductor shall supply the Bed roll to the passenger and take acknowledgement in his foil.
- ❖ A Bed roll contains the following:
 - One pillow with cover
 - Two Bed spreads
 - One face towel
 - One woolen Blanket

2. ICE CONTAINER TICKET (IRCM 1235):

- ❖ In certain trains, Ice containers are supplied to First class passengers on request.
- ❖ Each ticket has 3 foils (Passenger, attendant, record).
- ❖ Ice containers are supplied on collection of prescribed hire charges.
- ❖ The attendants and SM will make arrangements to supply ice en route on request.
- ❖ On completion of journey, the containers will be collected from the passenger and returned to the supply station duly booked under free service way bill.

3. CLOAK ROOM TICKET (C.T. 519) (IRCM 832 – 835):

- ❖ This is issued to passengers who deposit their luggage in the cloakroom.
- ❖ The articles kept in the cloakroom are to be securely locked and neatly packed.
- ❖ This ticket has 3 foils Record, Passenger, Label and prepared under double-sided carbon process.
- ❖ The following details are entered at the time of issue:
 - Name of the passenger
 - Ticket number
 - No. of articles and description
 - Date and time of deposit
- ❖ The passenger foil is given to the passenger and the label foil is pasted on the luggage for identification.
- ❖ At the time of delivery, the passenger foil will be collected and the following are entered on it:
 - Date and time of delivery
 - Total charges
 - Signature of the passenger

- ❖ Cloak room charges : (With effect from 01/11/2001)

Time	Charges per package (Rs.)
First 24 Hours or part	10
Next 24 Hours or part	12
Every subsequent 24 hours or part	15

- ❖ The collected passenger foils are sent to Accounts office with Monthly returns.
- ❖ Articles can be kept in Cloakroom for a maximum of one month.
- ❖ Afterwards, they will be treated as unclaimed and will be disposed off as per rules.
- ❖ If the passenger foils is lost, then delivery can be given as follows:
- ❖ The passenger should execute a stamped Indemnity Note.
- ❖ A written receipt indicating the date and time of deposit and removal should be obtained from the passenger and sent to Accounts office.

4. SAFE DEPOSIT LOCKET TICKET (IRCM 836) (C.T. 522):

- ❖ Safe deposit lockers are provided in important stations.
- ❖ A security deposit of Rs. 3/- will be collected which will be refunded if the locker is vacated within 7 days.
- ❖ The passenger should execute a Deed of License at the time of occupation.
- ❖ Dangerous goods, Offensive goods, Perishables and Explosives should not be kept inside the locker.
- ❖ Hire charges : (With effect from 01/11/2001)

Time	Rs.
First 24 Hours or part	15
Next 24 Hours or part	20
Every subsequent 24 hours or part	25

- ❖ If Locker is not vacated within 1 month, the locker will be treated as unclaimed and the articles inside will be disposed off as per rules.
- ❖ If the passenger loses the key of the locker, the cost of replacement of such lock and key will be recovered from the passenger.

UNIT - III

MILITARY WARRANTS

The following are the various types of Military Warrants, concessions and Certificates issued to Military persons.

Warrants	Concession Vouchers	Certificates
IAFT 1752	IAFT 1709A	IAFY 1953
IAFT 1707	IAFT 1719	IAFY 1954
IAFT 1707A	IAFT 1720	INF 3
	IAFT 1728	IN 461
	IAFT 1732	
	IAFT 1736	

IAFT 1752 (IRCM 404, 412, 420, 424):

- ❖ It is issued to Individual Military Personnel when traveling on duty/leave.
- ❖ The warrant should be exchanged for a CST before starting journey.
- ❖ The warrant can be exchanged only at the station to which it is addressed.
- ❖ Details to be checked on the warrant before exchange:
 - Station to which addressed
 - Class of eligibility
 - Authorised baggage
 - Seal of the Issuing office
 - Date of Issue and Period of Validity
 - Signature and Designation of the issuing authority
- ❖ Single or Return journey CST is issued according to the warrant.
- ❖ The warrant number, To station, Period of validity are marked on the CST.
- ❖ Any alterations on the warrant will make it invalid.
- ❖ The CST number should be marked on both the portions of the warrant.
- ❖ The warrant will have two portions (Top portion and Stub portion).
- ❖ The Stub portion is detached and given to the passenger along with CST.
- ❖ The passenger should carry both while traveling.
- ❖ The Top portion is treated as Voucher for the fare, Reservation charge, safety surcharge & supplementary charge, if any, and sent to cash office.
- ❖ A luggage free allowance of 40 kg is allowed for all classes.

- ❖ Persons traveling with unexchanged IAFT 1752 will be charged as under:
- ❖ **If Detected at Destination:**
 - Fare plus Excess charge will be collected in cash.
 - Warrant should be collected, cancelled and sent to Accounts office with EFT returns.
- ❖ **If Detected en route:**
 - Fare plus Excess charge will be collected in cash upto the point of detection.
 - For the remaining portion of the journey, a free EFT is issued.
 - If the warrant is valid for return journey, a separate free EFT is issued.
 - Warrant will be handed over to booking office along with the day's earnings.
 - The Booking Clerk collecting the warrant shall send it to cash office along with the day's cash as Voucher.

IAFT 1707 (FORM 'B') (IRCM 403, 404, 405, 409, 420):

- ❖ It is issued to Small parties of Military personnel, their families, invalids etc.
- ❖ A Soldier ticket will be issued on exchange of this warrant.
- ❖ Single or Return journey ticket issued as per the warrant.
- ❖ The holder should sign the warrant.
- ❖ Luggage Free allowance - 40 kg. For all classes per adult.
- ❖ The warrant will be treated as voucher for actual public fare & Reservation fee for military personnel alone, if any and sent to cash office.
- ❖ If a passenger is detected traveling with unexchanged warrant, he will be treated as traveling without ticket and charges will be collected as for unexchanged IAFT 1752.
- ❖ Actual fare, safety surcharge, reservation fee & supplementary charge if any, should be treated as voucher.

IAFT 1707A (FORM 'C') (IRCM 401, 403, 407, 420):

- ❖ Issued for Military Special trains, vehicles, wagons and compartments.
- ❖ A Soldier ticket is issued in exchange of this warrant.
- ❖ The warrant is treated as voucher for the actual public fare and sent to cash office.
- ❖ The details of vehicles provided with their carrying capacity should be entered.
- ❖ Details of Number of passengers, Type and quantum of accommodation given, etc. should be correctly filled in the warrant.
- ❖ The holder should sign the warrant.

MILITARY CONCESSION VOUCHERS

IAFT 1709A (FORM 'D') (IRCM 416-419):

- ❖ It is issued to Military Commissioned officers traveling on leave at their own expenses and for their families.
- ❖ Tickets are issued on collection of 60% of public fare.
- ❖ The order is treated as voucher for the balance 40% of fare.
- ❖ Class of eligibility - As mentioned in the warrant.
- ❖ Tickets can be issued by Air-conditioned classes and by Rajdhani/shatabdi trains if endorsement available on the order.
- ❖ Reservation charges and Supplementary charges should be paid in cash.
- ❖ A person traveling with Unexchanged IAFT 1709A will be treated as traveling without ticket and charges will be collected accordingly.
- ❖ Luggage free allowance - 40 kg. for all classes.
- ❖ Safety surcharge should be collected in cash.

IAFT 1719 (IRCM 416):

- ❖ It is issued to cadets of National Defense Academy/Air Force College/naval Training Establishment or Ships.
- ❖ It is given for travel between the Training Centres and Hometown at the beginning and end of each term.
- ❖ I Class tickets are issued on collection of 50% of fare.
- ❖ The Concession order is treated as Voucher for the balance 50% of the fare and sent to cash office as Voucher.
- ❖ Luggage Free Allowance - 40 kg.
- ❖ For travel in 2 AC, they will be treated as fully paid ticket holder in I Class and the difference of fare between 2 AC and I Class collected.
- ❖ A person traveling with unexchanged 1719 will be treated as traveling without ticket and charges will be collected accordingly.
- ❖ Safety surcharge should be collected in cash.

IAFT 1720 (IRCM 416, 421):

- ❖ It is issued to Military non-commissioned officers upto the rank of JCO, Warrant officers, Chief Petty officers of the Navy, etc., traveling on leave at their own expense and for families.
- ❖ Maximum Number of persons allowed - Self + Six.
- ❖ Ticket is issued on collection of 50% of fare.
- ❖ The certificate is treated as voucher for the balance 50% of fare and sent to cash office as voucher.

- ❖ Military Personnel found traveling with unexchanged 1720A is charged as follows:
 - 50% of fare from Starting station to Destination, plus.
 - Excess charge upto the point of detection.
- ❖ Safety surcharge should be collected in cash.

IAFT 1728 (IRCM 416, 421):

- ❖ It is a certificate issued to Military Pensioners proceeding to attend Regimental Re-unions.
- ❖ A Return Journey ticket will be issued on collection of single fare.
- ❖ The certificate will be treated as voucher for the balance fare and sent to cash office.
- ❖ The ticket is valid for a maximum of One month from the date of issue for Return journey.
- ❖ The class of eligibility will be mentioned on the certificate.
- ❖ A passenger found traveling with unexchanged 1728 would be treated as follows:
- ❖ **If detected on the outward journey**
 - Fare from Starting station to destination, plus
 - Excess charge upto point of detection; and
 - A free EFT for return journey.
- ❖ **If detected on the Return journey**
 - Fare from Starting station to destination, plus
 - Excess charge for outward journey.
- ❖ Safety surcharge should be collected in cash.

IAFT 1732 (IRCM 416) (FORM 'G'):

- ❖ It is a Leave Concession Voucher for members of the Military Nursing Services including Matrons of Military Family Hospitals.
- ❖ They are eligible to travel in I Class on payment of 50% of public fare.
- ❖ The Concession order is treated as voucher for the balance 50% fare and sent to cash office.
- ❖ Family members are not eligible.
- ❖ Luggage Free allowance - 40 kg.
- ❖ Person traveling with unexchanged 1732 is treated as traveling without ticket.
- ❖ Safety surcharge should be collected in cash.

IAFT 1736 (IRCM 416, 421):

- ❖ It is issued to competitors and spectators of the Army, the Air Force, the Navy and the Territorial Force attending sports tournaments organized by defense.
- ❖ Return journey tickets are issued on collection of single fare.
- ❖ The class of eligibility will be mentioned on the order.
- ❖ The concession order is treated as voucher for balance fare and sent to cash office.
- ❖ The period of availability for the return journey will be indicated on the warrant subject to a maximum of two months.
- ❖ Persons detected traveling with unexchanged 1736 will be charged as in the case of IAFY 1728.
- ❖ Safety surcharge should be collected in cash.

MILITARY CERTIFICATES (IRCM 414, 415)

IAFY 1953:

- ❖ It is issued to Army Reservists/Territorial Army Personnel called up for service.
- ❖ It can be exchanged on production of a Recall letter or when recall of reservists is announced over All India Radio.
- ❖ If the "From" and "To" columns are left blank, the SM can fill them and exchange.
- ❖ Class of eligibility will be mentioned in the certificate.
- ❖ The certificate is treated as voucher for the actual public fare and sent to cash office.
- ❖ Persons traveling with unexchanged 1953 will be treated as traveling without ticket.

IAFY 1954:

- ❖ It is issued to Army Reservists and Non Commissioned Officers and men of the Territorial Force when called for training or service.
- ❖ During National Emergency, this can be exchanged without call notice.
- ❖ If the name of the From and To stations are left blank, the SM can fill them and can exchange.
- ❖ This is valid for 1 year from the date of issue.
- ❖ Tickets issued in the class mentioned in the certificate and the certificate is treated as voucher for the actual public fare and sent to cash office.
- ❖ Persons traveling with unexchanged 1954 will be treated as traveling without ticket.

INF – 3:

- ❖ It is issued to Fleet Reservists of Navy when called up at the time of General Mobilization.
- ❖ Tickets are issued in II/SL class and the certificate is treated as voucher for the actual public fare.
- ❖ Persons traveling with unexchanged certificate will be treated as traveling without ticket.

IN – 461:

- ❖ It is issued to Fleet Reservists of Navy on being called up for training.
- ❖ Tickets are issued in II/SL class and the certificate will be treated as voucher for the actual public fare.

POLICE WARRANT (IRCM 429)

- ❖ It is issued to Police Personnel upto the rank of Inspector of Police.
- ❖ It has two foils. (Station foil and Police Superintendent foil).
- ❖ The following particulars should be checked.
 - Station addressed to
 - From and To
 - name and rank of Police officials
 - Class of journey
 - Type of train
 - Nature of duty
 - No. of persons authorized
 - Date of issue
 - Signature of the issuing officer
 - Seal of issuing office
 - Signature of the person traveling
- ❖ The person traveling should sign in the presence of the booking clerk at the time of exchange. It can be exchanged both at the Starting station and Destination.
- ❖ It is issued to police personnel above the rank of Inspector of Police in the following:

CBI, irrespective of rank	-	When traveling on duty
BSF, CRPF and CISF, irrespective of rank	-	When traveling on duty or leave
Assam rifles Battalions and SSB Directorate, upto the rank of Inspector	-	When traveling on duty or leave

- ❖ Ordinary tickets of the class required issued. The ticket and the Superintendent of Police foil handed over to the passenger.
- ❖ The ticket should be endorsed as "Police Warrant".
- ❖ No. of passengers, ticket No., date, fare entered by BC with signature and seal.
- ❖ The Railway foil treated as voucher for base fare, reservation charges, supplementary charges and safety surcharge and sent to cash office.

JAIL WARRANTE (IRCM 429)

- ❖ It is issued to Jail staff upto the rank of chief wader and also to released convicts.
- ❖ A ticket according to the class mentioned in the warrant will be issued with an endorsement "Jail Warrant".
- ❖ The warrant has two foils (Superintendent of jail foil and Station foil).
- ❖ The Superintendent of Jail foil will be handed over to the passenger along with the ticket.
- ❖ The station foil will be treated as voucher for the actual fare and sent to cash office.
- ❖ A released convict traveling on Jail warrant cannot break journey.
- ❖ If any person is detected, traveling with un-exchanged Police/Jail warrant will be treated as follows:
 - Fare plus Excess fare upto the point of detection.
 - For onward journey, the warrant will be collected and EFT issued.
 - TTE will hand over the warrant at the termination point along with cash.

IDENTITY CARD CUM RAILWAY PASS (ICRP) (IRCM 276)

- ❖ It is issued to Members of Parliament by Parliament Secretariat.
- ❖ The charges for their journeys are paid by Accountant General (Central Revenues).
- ❖ Privileges on ICRP:
 - They can travel all over Indian Railways.
 - They can travel by all trains including Rajdhani/Shatabdi trains.
 - They can take a companion along with them.
 - They can make reservation over phone. However, it should be confirmed in writing within 24 hours of before scheduled departure whichever is earlier.
 - Class of travel:
 - Self and Spouse - AC I Class
 - Companion - AC 2 Tier

- They need not pay Reservation charge and Supplementary charge.
- They can break journey anywhere.
- Spouse pass:
 - It is issued to the Spouse of M.P.
 - The spouse can travel from hometown to New Delhi and back during Parliament session.
 - The spouse can travel alone in all classes including I AC.
- ❖ JOURNEY FORM:
 - The M.P., on completion of journey, should fill up a journey form and hand it over to the TTE or SM at the destination.
 - The details of journey like, From and To stations, Class of travel, ICRP Number, No. of persons traveling etc., should be filled up in the journey form and signed by the M.P.
 - The Journey form should be submitted to Accounts office along with monthly returns.

TRAVEL FACILITIES FOR EX. M.P.

- ❖ Former Members of Parliament are issued with Photo ID card by the Parliament Secretariat.
- ❖ Ex. M.P. can travel all over Indian Railways by all trains including Rajdhani/Shatabdi trains in all classes (self only).
- ❖ They can travel in all classes except AC I Class with a companion.
- ❖ They can Travel alone in AC I Class (Without Companion).

RAIL TRAVEL COUPONS / MONEY VALUE COUPONS

- ❖ RTC books are issued to the following persons:
 - Touring Govt. officials and representatives of mercantile firms.
 - MLAs, MLCs of State Legislature
 - Accredited press correspondents and news cameramen.
- ❖ RTC are printed in different denominations in book form.
- ❖ The whole coupon book should be presented at the booking office.
- ❖ The booking clerk should personally detach the coupons required to cover the fare and other charges due from higher denominations to lower denominations.
- ❖ No loose coupons should be accepted.
- ❖ If the Booking clerk detaches coupons in excess, he should endorse the coupons as "Detached in excess" and put his signature and station stamp. Only then they will be accepted at other stations.
- ❖ The ticket issued should be endorsed in red ink as "RTC".

- ❖ If sufficient coupons are not available cash can be accepted to cover the difference.
- ❖ No refund will be granted on tickets purchased on RTC.
- ❖ Money value coupons are normally issued to MLAs and MLCs of State legislatures.
- ❖ Journalists are eligible for 50% concession by all trains except Rajdhani/Shatabdi Express on Base fare.
- ❖ By Rajdhani Express Journalists get 30% concession on all inclusive fare.
- ❖ Concession for Journalist is given at the time of accepting the coupons w.e.f. 1/4/2003.
- ❖ Journalist can pay the reservation charge, safety surcharge, and supplementary charge on super fast trains through coupons.

HIGH OFFICIALS' REQUISITION (IRCM 428, C.T. 404)

- ❖ A list of High officials of Central and State Governments who are eligible for HOR facilities is given in annexure 'F' of Coaching Tariff No. 25 Part I, Vol. I.
- ❖ When High officials travel by train they have to present a requisition called High Officials Requisition.
- ❖ The official should sign the HOR and hand it over to the SM.
- ❖ The HOR can be exchanged by the TC also.
- ❖ Actual fare, reservation charges and the journey details are recorded and the right hand portion is handed over to the official along with the ticket.
- ❖ The left hand portion is treated as voucher and sent to cash office.
- ❖ The exact accommodation provided should be clearly mentioned on the HOR.
- ❖ In case any person is permitted to travel in excess of the number mentioned in HOR, then the ticket number of such persons should be written in the HOR.

GUARD CERTIFICATE (IRCM 326 – 331)

- ❖ It is a provisional authority for passenger to travel.
- ❖ It is issued by the guard before incurring any charge.
- ❖ It is issued for the following:
 - Journey extension
 - Change of class
 - Change of train (Ordinary to Express etc.)
 - Change of route

- Un-exchanged –IAFT 1707/ 1707A, IAFT 1752, IAFT 1720, IAFT 1728 & IAFT 1736.
- Passenger unable to purchase journey ticket for want of time (Only on production of valid platform ticket).
- ❖ It is in book form, serially machine numbered and each certificate has 3 foils (Passenger, Accounts and record).
- ❖ The certificate should be prepared under carbon process.
- ❖ Also it may be prepared during run, and issued at the next stopping station.
- ❖ The passenger along with the 'Passenger' foil should be handed over to the T.T.E/S.M. at the next station.
- ❖ The certificate will be exchanged for a ticket on collection of charges due. No excess charges will be collected.
- ❖ The E.F.T. NO. should be noted down in the 'accounts' and 'record' foils of the certificate. The certificate No. should be mentioned in the E.F.T.
- ❖ The guard has to ensure that the dues are recovered from the passenger.
- ❖ But the guard should not collect money from the passenger.
- ❖ 'Accounts foils' must be submitted to accounts office at the end of the month.

BREAK OF JOURNEY (C.T. 219)

When a through passenger, temporarily discontinues his journey on his own accord, it is called a "Break – of – journey".

- ❖ **Break-journey** is allowed as follows:

Ticket Distance	No. of Break Journeys
Upto 500 km.	Nil
501 to 1000 km.	One
More than 1000 km.	Two

- ❖ First break journey is allowed only after crossing 500 km. from the starting station.
- ❖ Duration of One break Journey:
Maximum of two days excluding the 'day of arrival' and 'day of departure'.
- ❖ If a through passenger is awaiting a connecting train, the stay will not be treated as break journey, if the waiting period does not exceed 24 hours.
- ❖ Endorsement:
 - Break of journey endorsement should be made on the ticket by the SM/TC with the following:

- Train Number
- Date of arrival
- Initial of the SM/TC
- Station code
- The ticket is not valid for further journey, if the endorsement is not obtained.
- Passenger detected traveling without such endorsement will be treated as traveling without ticket.
- ❖ Break of journey is not permitted, short of the station upto which reservation is done.
- ❖ The following can Break journey anywhere:
 - Indrail Pass holders
 - ICRP holders
 - Season ticket holders
- ❖ The following cannot Break journey en route:
 - IRCA concession ticket holders, when the concession is given for a journey with a specific purpose. (e.g. Student / Unemployed youth / Cancer patient)
 - Rajdhani / Shatabdi passengers.
 - Released prisoners traveling with a Jail warrant.
- ❖ Circular journey ticket holders can break journey anywhere, subject to a maximum of 8 places.
- ❖ Fresh reservation charge should be paid for the reservation made after every break of journey.
- ❖ Supplementary charge once paid is valid for the entire journey.