

## Application Format

### Proforma for requisitioning a Special Coach/Train under Full Tariff Rate(FTR)

Date: / /

Chief Passenger Transportation Manager,  
Eastern Railway  
Fairlie Place.  
17, Netaji Subhas Road  
Kolkata - 700001

1. Name (in block letter) : \_\_\_\_\_
2. Full Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Tele. No. and Mobile : \_\_\_\_\_
4. Purpose of Journey : \_\_\_\_\_
5. Type and No. of Coaches required : \_\_\_\_\_
6. Amount deposited : \_\_\_\_\_
7. Details of Money Receipt (No. & Photo copies) : \_\_\_\_\_
8. Station where money deposited : \_\_\_\_\_
9. Itinerary : \_\_\_\_\_
  - (i) Outward journey :
    - a) Station : \_\_\_\_\_
    - b) Date : \_\_\_\_\_
    - c) From/To : \_\_\_\_\_
    - d) Train Particulars : Name \_\_\_\_\_ No. \_\_\_\_\_
  - (ii) Return journey :
    - a) Station : \_\_\_\_\_
    - b) Date : \_\_\_\_\_
    - c) From/To : \_\_\_\_\_
    - d) Train Particulars : Name \_\_\_\_\_ No. \_\_\_\_\_
10. Halts required Enroute : \_\_\_\_\_
11. Duration of Halt : \_\_\_\_\_
12. Requirement of Special Free Halts for Entraining and detraining : \_\_\_\_\_
13. Sponsorship Details (e.g. Tour Operator) : \_\_\_\_\_
14. Detailed Programme (Including return journey to be attached) : \_\_\_\_\_

**DECLARATION:**

- (1) I certify that the contents of this application are true to the best of my knowledge.
- (2) My application is liable to be rejected in case it is found to be fictitious or in anybody else's name.
- (3) I certify that the Coach/Coaches allotted to me will be returned to the Railway in sound condition and Deficiency Certificate obtained from SS/SMs concerned shall be enclosed while applying for refund.
- (4) I agree to pay Detention Charges as due in case the Coach/Coaches/Tourist Car are detained enroute or at destination on my account.
- (5) I certify that I shall not carry any inflammable or hazardous material in the Coach/Coaches during the course of my journey.
- (6) I agree to indemnify the Railways against any damage, whatsoever, caused to railway assets during the course of the tour.

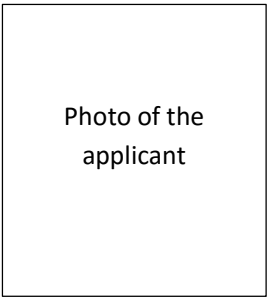
Signature of the applicant.

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Encl: One Identify Proforma along with the necessary documents.

## Proforma establishing Identity of the Applicant

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Postal Address: \_\_\_\_\_  
\_\_\_\_\_
4. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
5. Phone No. : Office \_\_\_\_\_ (Residence) \_\_\_\_\_
6. Income Tax PAN No.: \_\_\_\_\_
7. Copy of Ration Card or Telephone Bill or Electricity Bill authenticating the address of Manager of the tour.
8. I am liable to pay undercharges if any and also compensate for damages if any to Railway Property as demanded by Railway Administration.



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To be Witnessed by Two Persons:

Witness No.1:

Witness No. 2

Signature: \_\_\_\_\_

Signature : \_\_\_\_\_

Name & Address: \_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

## **CHECK LIST FOR REQUISITIONING A SPECIAL COACH/TRAIN**

### *HAVE YOU SPECIFIED*

- a. Train Particulars (Name and Number)
- b. Date of Commencement of Journey
- c. From/To
- d. Route
- e. Halts Required Enroute/Duration of Halt
- f. Entraining/Detraining Halts Required
- g. Detailed Programme from end to end
- h. Income Tax PAN Card Number
- i. Sponsorship Details

### *HAVE YOU ENCLOSED*

- a. Photocopy of Money Receipt.
- b. A Pasted Photo Graph.
- c. Copy of Ration Card/ Telephone Bill/Electricity Bill.
- d. Photocopy of I.T. PAN Card.