

**Application Format**

**Proforma for requisitioning a Special Coach/Train**

Chief Passenger Transport Manager  
West Central Railway, HQ Office,  
JABALPUR-482 001.

Date: / /2016

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. & Xerox): \_\_\_\_\_
  8. Station where money deposited: \_\_\_\_\_
  9. Itinerary:  
(I) Outward Journey  
a) Station: \_\_\_\_\_  
b) Date: \_\_\_\_\_  
c) From/To: \_\_\_\_\_  
d) Train Particulars: Train no \_\_\_\_\_ Name \_\_\_\_\_  
(II) Return Journey  
a) Station: \_\_\_\_\_  
b) Date: \_\_\_\_\_  
c) From/To: \_\_\_\_\_  
d) Train Particulars: Train no \_\_\_\_\_ Name \_\_\_\_\_
  - 10 Halts required Enroute: \_\_\_\_\_  
\_\_\_\_\_
  - 11 Duration of Halt: \_\_\_\_\_
  - 12 Requirement of Special Free Halts for Entraining and Detraining: \_\_\_\_\_
- N.B. Detailed program may be attached to application. \_\_\_\_\_
- 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: \_\_\_\_\_

\_\_\_\_\_

**(II) 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 asdemanded 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: \_\_\_\_\_

**HAVE YOU ENCLOSED**

- |              |       |   |
|--------------|-------|---|
| <b>Encl:</b> | (i)   | Copy of Money Receipt                   |
|              | (ii)  | Address proof                           |
|              | (iii) | Identity proof                          |
|              | (iv)  | Photo pasted or attached to application |

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

*HAVE YOU SPECIFIED*

- a) Train Particulars(Name and Number)/ Days on run
- 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) 13 Sponsorship Details, if any (e.g.Tour Operator): \_\_\_\_\_