

APPLICATION PROFORMA

**I) Proforma for requisitioning a Special Coach/Train
WESTERN RAILWAY**

General Manager(Operations),
Western Railway, HQ Office,
Churchgate, Mumbai-400020.

Date :- ____/____/____

- 2. Name (In block letters)

- 3. Full Postal Address

- 4. Tele.No.and Mobile

- 5. Purpose of Journey

- 6. Type and No. of coaches required _____
- 7. 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: 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 (eg. 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.

**(II) Proforma establishing Identity of the Applicant
WESTERN RAILWAY**

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: Signature: _____

Name & Address: _____

Phone No.: _____

Witness No.2: Signature: _____

Name & Address: _____

Phone No.: _____

CHECK LIST FOR REQUISITIONING FOR A SPECIAL COACH/TRAIN

i) 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

ii) HAVE YOU ENCLOSED

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

