

East Central Railway

TDR No.-----

Station Record Foil.

To the P. Chief Commercial Manager (Refund)
East Central Railway,
Railneketan
Dighi, Hajipur.844101

Ticket Deposit Receipt

Date:-
Time.

Particulars of the surrendered for cancellation.

- (1) Journey ticket/P.N.R. No.----- (2) Class-----
(3) Train No.----- (4) Date of Journey-----
(5) Validity of ticket: Station from -----Station to-----
Via----- (6) No. of Passengers-----
Supplementary charge ticket/Excess fare Ticket/Guard Certificate No-----
(8) Reservation ticket No.----- (9) Reservation Status.-----
(10) Total Charges (in words) Rs.-----
(11) Reasons for not granting refund at the station. -----

Received TDR

Depositor's Signature.....

Name-----

Signature of station Master

Station Stamp.

1. The TDR issuing official will fill all columns of this form in clear words.
2. The ticket will be cancelled and TDR number written thereon. Cancelled ticket will be tied firmly with PCCM foil of TDR and sent to PCCM(Refund) at the above mentioned address.
3. Passenger foil of TDR will be handed over to the depositor under clear signature in the relevant column on all the three foils.
4. The Station Record Foil with the mentioned at the TDR issuing, station for record and internal check.

East Central Railway

TDR No.-----

Passenger Foil.

To the P. Chief Commercial Manager(Refund)

Railneketan, East Central Railway,

Dighi, Hajipur.844101

Ticket Deposit Receipt

Date:-

Time.

Particulars of the surrendered ffor cancellation.

(1) Journey ticket/P.N.R. No.----- (2) Class-----

(3) Train NO.----- (4) Date of Journey-----

(5) Validity of ticket: Station from ----- Station to-----

Via----- (6) No. of Passengers-----

Supplementary charge ticket/Excess fare Ticket/Guard Certificate No-----

(8) Reservation ticket No.----- (9) Reservation Status.-----

(10) Total Charges (in words)-----

(11) Reasons for not granting refund at the station. -----

Received TDR

Depositor's Signature

Name-----

Signature of station Master

Station Stamp.

Guidelines for Passengers.

1. Passenger is required to sent an application for refund (in the application form printed on reverse) to the Principal Chief Commercial Manager Refunds) at the address printed on the top of this TDR. This receipt, in original, must be returned. The application must reach the concerned refund office within prescribed period as per revised refund rules.
2. The certificate issued by TTE/Conductor for lower class travel, AC failure, less member of persons travelling, etc. Are also required to be enclosed in original with the application.
3. It will be in the interest of passenger to send the application either by hand or by registered post and keep a copy of this receipted other documents.
4. Refund is granted through Pay Order issued to traffic accounts of this Railway. Traffic accounts sent the refund amount through RTGS to passenger's bank accounts. Therefore authorized person (passenger) should enclosed cross cancelled cheqe or mandate form issued by bank.

Application for Refund of Fare.

The P. Chief Commercial Manager(Refund).

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Sir,

Sub:- Claim for refund of fare- Ticket/PNR No.

(1)The TDR% on pre-page was issued on cancellation of the above mention ticket (s) at -----
-----Railway Station.

(2)Reasons of Cancellation of journey-----

(3)Name of Passengers for whom the ticket was issued.

1.-----2-----

3.....4.....

5.....6.....

(4) Out of the above persons, the persons at S.No.-----to -----
not travel from-----station to-----Station.

(5) Additional information, if any,-----

(6). I request that the refund due under the rules may be sent to this bank accounts

7. Refund amount payment through bank accounts.(Note: Cancelled bank cheque/ Mandate form will enclose)

Bank name address & Accounts No. along with IFSC code.

Signature of Claimant

Name in Block letters.

Full Postal Address

(in clear block letters)

PIN Code.

Mobile No. -----

Email. No.-----

Date:-----

