

**High Official Requisition (HOR):**

1. High officials are those enlisted in Annexure – “F” of Coaching Tariff, Part-I, Vol. I such as President, Prime Minister, Cabinet Ministers, Governors, Chief Justice etc.
2. H O R is presented at booking office in 2 portions.
  - i) Requisition portion (inner part)
  - ii) Acknowledgement portion (outer part)
3. Booking clerk should fill both the portions with accommodation provided and ticket numbers of authorized persons travelling in the same compartment.
4. Both the portions should be signed by the station master indicating the fare and other charges under his signature and station stamp.
5. The outer portion should be handed over to the high official which constitutes the travelling authority.
6. The inner portion should be sent to cash office as voucher.
7. H O R is accounted separately in DTC book.
8. When high official is detected with unexchanged H O R, a free EFT will be issued.
9. TTE should hand over the collected HORs at destination.
10. CRS shall supply a statement of HORs exchanged to the CTI every day. CTI to verify and certify whether High Officials travelled or not and submit the same to accounts office periodically.

**Identity Card cum Railway Pass (ICCRP):**

1. ICCRP is issued to members of Lok Sabha & Rajya Sabha.
2. Plastic laminated cards are issued in lieu of Identity Cards issued earlier to the Members of Parliament, Rajya Sabha and their Spouses. (CC 18 of 2013)
3. MPs are entitled to travel in I AC / EC with spouse and a companion in 2 AC.
4. They are permitted to travel anywhere to anywhere by any train including Rajdhani / Shatabdi trains.
5. A Member having no spouse has been allowed to take one person with him in place of spouse in I AC / Executive Class in rail journey along with the companion already allowed in 2AC.
6. A Member who is blind or incapacitated physically shall be allowed to take an attendant with him in same class in which he travels in lieu of the companion earlier allowed in 2AC. This will be in addition to the spouse already allowed to accompany the MP in the I AC / Executive Class.
7. The spouse of MP is entitled to travel by railway in I AC / EC in any train from the usual place of residence of the Member to Delhi and back any number of times.
8. Break journey rules are not applicable for ICCRP.

9. MPs travelling on ICCRP can request for reservation on telephone. However, a written confirmation should be sent within 24 hours.
10. Journey slip shall be filled in and hand over to traveling ticket examiner or ticket examiner at destination.
11. Journey slips are supplied in the form of books, in 3 foils and machine numbered.
12. A statement of forms received is prepared by the station master and sent to accounts office.
13. All the charges are debited to parliamentary secretariat.

***Rail Travel Coupons (RTC):***

1. These coupons are in form of a machine numbered book with different denominations.
2. These coupons are issued to MLAs & MLCs.
3. These coupons are to be exchanged for tickets at booking counter.
4. These coupon books are valid for 3 years from the date of issue.
5. Traveling with un-exchanged coupons is treated as traveling without ticket.
6. These coupon books are to be given to station master and he will detach the coupons personally from the book equivalent to the ticket amount. Loose coupons are not accepted.
7. On the back of the RTC coupons, the ticket number should be mentioned.
8. On the journey ticket, letters 'RTC' should be mentioned.
9. These coupons can be used for any charges like fare, reservation charges, supplementary charges etc.
10. They can travel by any train, from anywhere to anywhere without any distance restriction.
11. These coupons should be sent to accounts office as cash vouchers.

***Police Warrants and Jail Requisition:***

1. Police warrants are issued to on duty police officials.
2. Jail requisitions are issued to prisoners and their escorts.
3. These warrants are machine numbered and in 2 portions (inner& outer)
4. These warrants are to be exchanged at stations for tickets.
5. The ticket numbers should be written on warrant under signature of station master with stamp.
6. All the charges are debited to police department.
7. Traveling with un-exchanged warrant is treated as traveling without ticket.
8. Outer portion of warrant with ticket will be handed over to police official.
9. Inner portion of warrant is treated as voucher and sent to cash office.
10. Refund on unused tickets is not granted but TDR is issued.