

## **APPLICATION FOR REFUND OF FARE**

The Chief Commercial Manager (Refunds),

Sir,

Sub: Claim for refund of Fare on Ticket /PNR No. ....

1. The TDR was issued on cancellation of the above mentioned tickets at  
.....Railway Station.  
Reasons for cancellation of
2. 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 Sl.Nos.....to.....not  
travelled from .....station to .....station  
Additional information, if
5. any.....
6. I request that the refund due under the rules, may please be sent to me at my following address.  
Name of the Railway Station serving my place of residence  
is.....
7. Preferable mode of payment. Station pay order / cheque / money order /: (Tick/mark any one).  
Full postal address : ..... (in clear block letters)  
Signature of claimant: .....  
Name (in block letters) : .....  
Date : .....

**TICKET DEPOSIT RECEIPT**

(TDR)

PASSENGER FOIL  
Particulars of Ticket  
Surrendered for cancellation

Chief Commercial Manager  
Full postal Address of  
(Refunds) of TDR issuing  
Zonal Railway

No.

Date:.....Time:.....

1. Journey ticket PNR No.....
2. Class:.....
3. Train No.....
4. Date of journey:.....
5. Validity of ticket: Station from:.....Station to..... station  
via.....
6. No. of passengers.....
7. Supplementary charge ticket/Excess Fare Ticket/Guard Certificate No.....
8. Reservation Ticket No.....
9. Reservation status:.....
10. Total Charge (in words): Rs.....
11. Reasons for not granting refund at the  
station:.....

Received TDR  
Manager

Signature of Station

Depositor's Signature  
Stamp

Station

**Guidelines for Passengers:**

1. The passenger is required to send an application for refund (in the application form) to the Chief Commercial Manager (Refunds) at the address printed on the top of this TDR. The receipt, in original, must be returned. The application must reach the concerned refund office at the earliest, but not later than 90 days from the date of journey.
2. The certificate issued by TTE/Conductor for lower class travel, AC failure, less number 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 either hand over the application or by registered post and keep a copy of this receipt and other documents.
4. Refund is granted through station pay order (to be encashed at station) or Money Order or Crossed Cheques. However, Money Orders and Crossed Cheques are issued to persons who are residing within as well as outside the jurisdiction of refund granting railway. On receipt of pay order, the passenger should approach the counter of nominated station for encashment within the stipulated period along with proof of his/her identity such as identity card/Driving Licence/Passport/Ration Card etc. In case the applicant wants to collect money through his/her representative, an appropriate authorisation should be made and the authorised person should carry proof of identity at the time of encashment