

## CHAPTER XII

### RESERVATION OF CARRIAGES; SPECIAL AND

### MELA TRAFFIC

#### Reservation of carriages

**12001. Application.** - Applications for reservation of carriage/Tourist car and special trains should be sent to the Chief Operations Manager, North Eastern Railway Headquarters, Gorakhpur, giving the required minimum/maximum notice, after depositing the necessary advance money as prescribed in the rules. In case the Railway Administration is not in a position to reserve and provide the desired coach/tourist car or to run the special trains due to paucity of coaching stock or some other reasons, the amount deposited by the parties will be refunded in full for which the application should be addressed to the Chief Commercial Manager (Refund) North Eastern Railway, Gorakhpur.

**12002. Charges.** - For detailed information regarding terms and conditions and the charges due for various type of coaches/Tourist cars to be reserved and special trains to be run, reference should be made to rule No.305 to 317 and 401 to 408 of I.R.C.A. coaching tariff No. 22 Part I (Volume-I) and circulars on the subject issued from time to time.

Note- Tourists are exempted from paying the deposit for reserved carriages provided:-

- (a). they apply through recognised tourist agents who should give a guarantee to the Railway.
- (b). their journeys are sponsored or recommended by Indian Embassies abroad.

**12003. Second class tourist cars.** (a) Second class tourist cars, specially designed to suit the requirements of marriage, pilgrim and excursion parties are also available for reservation. These tourist cars are stabled at different stations to minimise the empty haulage charges.

(b). Not more than one tourist car can be allotted to a party and the same will not be allotted for period exceeding 25 days.

**12004. Haulage.** - If a particular type of carriage is wanted, the Railway will endeavour to provide the same from the nearest station, where such carriages are stabled and a haulage charge will be levied as per rules.

#### Special and Mela Traffic

**12005. Details to be sent early.** - As special measures are necessary to deal with heavy traffic on account of large fairs, religious or social or political gatherings, marriage season, holidays, tourism, exhibitions, test and tournamental matches etc., it is essential to have details concerning such traffic as early as possible.

**12006. Details required** - whenever such special traffic is expected, the Station Master should obtain the particulars noted below and any other information from the local authorities or from the organisers of the event, and convey the same to the Divisional Railway Manager concerned, consulting the sectional transportation and Commercial Inspectors.

- (a). Duration of the fair or gathering with:-
  - (i). Probable dates of commencement and closing, and
  - (ii). Dates of peak traffic.
- (b). Estimated number of the various classes of passengers both inward and outward.
- (c). The probable requirement of additional coaching and goods stock.
- (d). Approximate timings of arrival and departure of special trains.
- (e). R.P.F., Police and Medical arrangements.
- (f). Number of tickets required for station stock and for additional booking offices.
- (g). Additional requirement for the supply of drinking water and refreshments to passengers.
- (h). Particulars of additional staff required.
- (i). Particulars of additional stores required.

**12007. DRM to keep Headquarters Office informed.**- On receipt of this information the Divisional Railway Manager will make all necessary arrangements and will provide necessary facilities to deal with the traffic. He should inform the Chief Operations Manager of the exceptional anticipated traffic and seek necessary directions and orders. He should request the Transportation, Commercial or other departments of the Headquarters office for such assistance as may be beyond his control. Except where otherwise authorised, augmenting of trains and running of special trains shall only be done on the specific sanction of the Chief Operations Manager.

**12008. Mela Station and the station working rules.** - (a) Whether a new station is opened or the existing one remodelled, local peculiarities largely affect the scheme of construction, but the main principles in each case are to give:-

**(i), On the Outward Journey:-**

- (1). Adequate facilities for quick disposal of trains after unloading.
- (2). Adequate facilities for access from platforms.

**(ii). And on the return journey :-**

- (1). Adequate facilities to ensure a quick supply of trains with due regard to the sectional capacity.

(2). Adequate facilities for access to platforms and for regulating the crowds.

(b). After the Mela yard has been laid out or the plan of the same has been approved of, the T.I. shall be asked to prepare the Station Working rules which must be submitted to the Divisional Operations Manager within the period specified by him.

**12009. Transportation Arrangements:-** The following are some of the points to be kept in view for the proper handling of Special or Mela Traffic:-

(a). Block huts or crossing stations may, temporarily, be opened to provide greater sectional capacity to permit of more trains being run. To get the maximum capacity of a single line section, flow or partial flow system is the best to adopt.

(b). As far as possible and practicable, the principal Mela station should be of the terminal type.

(c). The platform at such a station should be long enough to hold at least two rakes, say of 18 bogies each.

(d). Since the newly opened crossing stations are usually non-interlocked, it would be a time saving and safe device to post Assistant Station masters at the outermost facing points and at the station and these ASMs. required to exchange private numbers of train movements.

(e). If a fair covers a large area, an Area Control may be established to which the principal points may be connected.

(f). As coaching stock is required in a large number, careful planning in this direction is necessary. Some of the expedients to meet the requirements are:-

(i). Asking for assistance from other railways for the Defence Department.

(ii). Cancellation of certain trains on certain non-Mela section;

(iii). withdrawal of certain coaches from certain trains on non-mela sections.

(iv). postponing of P.O.H. attentions.

(v). extensions or diversions of trains or through service coaches to the Mela area.

(vi) Providing additional temporary stoppages to existing trains.

(g). Initially trains may only be augmented and then diversions or duplications of trains or running of special trains may be resorted to, if and when necessary. Ordinarily a greater number of specials with all second class coaches should be run than upper class specials.

(h). Surplus rakes may be kept at adjoining stations (where the flow of traffic is not heavy), so that they may be commissioned into service when required.

(i). If passenger traffic is expected to be very heavy, it may be worthwhile imposing drastic restrictions on goods traffic and partial restriction on coaching traffic, viz. Restriction on the booking of reserved and inspection carriages.

(j). During dispersal, the running of specials may be arranged on the following basis:-

(i). Certain slow stopping trains may be run for local short distance passengers.

(ii). A few fast trains, stopping at large stations only, may be run for long distance passengers.

(iii). For passengers coming from a greater distance, but from roadside stations, a few other specials may be run which may stop at large stations only upto a certain point and then stop at all stations.

(k). Every endeavour must be made to run the Mela Specials to the Scheduled timings.

(l). Control must be kept in touch with regard to the general movement of passengers and the information given to the control must be prompt and accurate.

**12010. Other arrangements:-** (a). Special arrangements must be made at large stations for directing the passengers at busy periods to avoid over-crowding of circulating areas, platforms and trains.

(b). The A.S.M. Main should be directly connected with telephone with such points as loco shed, control, various enclosures and control tower.

(c). It is necessary to install loud speakers at suitable points for publicity, directions to pilgrims and instructions to staff stationed at distant points.

(d). Well-trained and experienced staff should be selected, preference being given to men who regularly attend such event. If necessary, additional staff may be borrowed from other Railways or fresh staff recruited.

(e). Clear and concise instructions should be given to the staff concerned so that misunderstanding and errors may be avoided.

(f). The importance of minimum interference with ordinary traffic facilities should be realised. Regular travellers generally take the view that it is unjust to put them to inconvenience for the sake of pleasure seeker.

(g). In case of melas and congregations which recur, the actual working should be clearly studied each time after the event in order to supply the experience gained for future working. It is advisable to prepare a comprehensive note on the subject for future guidance.

(h). Schedules should be carefully arranged in order to secure the fullest possible use of rolling stock, engine and staff available.

(i). Arrangements should be made to ensure free traffic movement, so as to avoid crowds being held up at barriers awaiting access to trains.

(j). Actual operation of traffic at terminal stations and other important points should be closely watched by responsible officers, so that immediate action may be taken in the event of emergency.

(k). Closest possible co-operation with the organisers of event should be maintained with a view to remove mutual difficulties.

(l). During assemblage and dispersal of passengers, care must be taken that doors of all carriages are properly fastened and that the passengers do not travel on foot boards of carriages.

**12011. Supervision.-** (a). The supervision of the whole arrangements must be proper and when necessary one or more officers and inspectors should be detailed for the purpose with specific functions, with one of the officers co-ordinating the entire supervision.

(b). On the completion of the dispersal, the officer/official in-charge of the arrangements must submit a complete report to the Divisional Railway Managers with a copy to the Chief Operations Manager.

**12012. Advice of running:-** (a) Advice of the running of special trains will be issued to all concerned by the Chief Operations Manager or the Divisional Railway Managers concerned either by a special time table or by a telegram. The advice issued by the Divisional Railway Managers should include the Divisional Railway Managers of all other divisions over which the train will run and should be endorsed to the Chief Operations Manager.

(b). In the case of train required to proceed over other railways, full particulars must be advised to operations officials of the railways concerned by telegram, a copy of which should also be addressed to Chief Operations Manager of this Railway.

**12013. Special time tables:-** Guards and Drivers of trains when deputed to work a train for which a special time table has been issued, should be supplied with copies of such special time table.

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