Policy Document

NEW REVISED POLICY FOR E-TICKETING DIRECT AGENTS, *2016*
(IATA/TAAI/TAFI/ADTOI/IATO, RTSA, GSA) AND GOVERNMENT ORGANISATIONS.

Indian Railway Catering & Tourism Corporation Limited
(A Govt. Of India Enterprise –Mini Ratna)

I. **Eligibility Criteria for registration:**

SNo	Type of agency	Eligibility criteria
i.	IATA/TAAI/TAFI/ADTOI/IATO	• Should be a member of respective organization (IATA/TAAI/TAFI/ADTOI/IATO). • Copy of Current Year accreditation/ Membership certificate. • Required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC. • Copy of previous year IT return • Copy of Valid PAN card
ii	CBA(City Booking Agency) /TBA(Town Booking Agency)	• Licence /Letter from concern Zonal Railways • Required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC. • Copy of previous year IT return • Copy of Valid PAN card
iii	RTSA	• Licence /Letter from concern Zonal Railways • Required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC. • Copy of previous year IT return • Copy of Valid PAN card
iv	GSA	• Should be authorized from Tourism Board of the respective country indicating validity of their outlet.
v.	Government Scheme	• To be a Govt. Organisation, where agreement is signed by Govt. Personnel. • In case of B2B /B2C services, no agent service charges will be applicable. • Centres under B2B/ICS should be manned by Govt. Officials. Required to purchase a class 3 personal digital certificate from any Indian Certifying Authority for their authorized user (only one authorized user will be permitted), the details of which will be provided by them to IRCTC.

II.   FEE STRUCTURE FOR IATA/TAAI/TAFI/ADTOI/IATO/ RTSA/GSA

SNO	TYPE OF AGENCY	INTEGRATION CHARGES	ANNUAL MAINTENANCE CHARGES
1	IATA/TAAI/TAFI/ADTOI/IATO CBA/TBA	₹10,000/- + ₹20,000/- (SECURITY DEPOSIT)= ₹30,000/-	₹5000 /-
2.	RTSA	₹10,000/- + TAX FOR THREE YEARS + ₹10,000/- (SECURITY DEPOSIT)= ₹20,000/-	₹10000/- (FOR THREE YEARS)
3.	GSA	₹ 50,000/- (₹25,000 SECURITY DEPOSIT)	₹ 5000/-
4.	GOVERNMENT SCHEME	NO CHARGES	NO CHARGES

NOTE*: TAX WILL BE APPLICABLE ON INTEGRATION CHARGES AND ANNUAL MAINTENANCE CHARGES*

III.   **Utility of Security Deposit**:

a) The Security deposit will be refundable if the agent voluntarily withdraws   from the arrangement with IRCTC wherever applicable.

b) **Where** the agent fails to perform the service for his or her client and refuses to refund the amount charged by him or her or non compliance/violation of Rules & Regulations of   IRCTC, the agent ID (license) will be   deactivated   and   utilise the amount of Security Deposit for penalty imposed as per the extant Policy.