

## 1. Reservation of Air Conditioned Train ("HITACHI" Train)

### 1.1. Service Information

The "Hitachi" Air Conditioned Train can be reserved from the Sales and Commercial Superintendent's office at the Railway Headquarters, Colombo 10. (Tele: 0112432128/0114600156) The person who requires the service is advised to call the Commercial Superintendent of Sri Lanka Railways to inquire about the availability of the train sets. One train set is available 100 seats, which can carry 100 passengers.

### 1.2. Application/Reservation method of the service

An application form should be submitted. The applications can be obtained free of charge from Commercial Superintendent at the Railway Headquarters, Colombo 10. OR you can directly download the application (Form 2.2(a)) from the Department website. Applications can be submitted from 09.00 am to 04.00 pm of week days. Otherwise, reservation can be requested by sending a letter giving the following details, Name of the Organization, Number of Passengers, Starting and Terminating Stations and Intended dates for the Journey.

### 1.3. Payments/Charges to be made for the service

- Refundable Deposit to be paid prior to the Journey Rs.10000.00
- Fare per Kilometer Rs.1350.00 + 15% VAT
- Extra charge for an additional day - Rs.10000.00 per day
- For Government Servants - Payments can be made through Railway Warrants. But, a Cash Deposit which is worth of the Total Amount covered on Warrants should be paid.

### 1.4. Documents to be submitted

No documents required. Submitting the Application giving the necessary information is sufficient.

### 1.5. Procedure of the service

After receiving the application/letter, the availability of the train sets for the intended journey will be checked against the waiting list. A reply letter will be sent by Commercial Superintendent confirming the reservation and requesting to pay the deposit of Rs.10000.00 to the nearest Railway Station. Deposit is to be paid within two weeks from the date of the letter.

### 1.6. Average time taken for obtaining the service

One Week

### 1.7. Officer responsible for extending the service

Commercial Superintendent  
Tele: 0112432128/0114600156  
Fax: 0112432128  
Email: [com@railway.gov.lk](mailto:com@railway.gov.lk)  
[dcom@gmail.com](mailto:dcom@gmail.com)

### 1.8. Deviations of the service process

The Train Set (Hitachi Special) used for these journeys is about 30 Years old. There are situations where the trips are getting cancelled due to break-down of this train set. So in this case an agreement should be signed by the applicant. You can directly download the agreement (Form 2.2(b)) on cancellation of the journey from the Department website.

### 1.9. Application Forms

[Download Application for Reservation of Air Conditioned Train \("HITACHI"\), Special Train and Compartment of a Train \(Form 2.2\(a\) and Form 2.2\(b\)\)](#)