

**FORM RT
RESERVATION TICKET
(SEE RULE 231)**

THIS FORM IS NOT IN ONLINE

231. Advance booking.— Subject to the provisions of the clauses specified hereunder advance booking and reservations of accommodation in an Express service or ordinary service whose distance of the route exceeds 120 kilometres shall be permitted on application made orally or in writing by or on behalf of the bonafide passengers, and where reservation is made no person or persons other than the person or persons for whom the accommodation is so reserved shall occupy such accommodation except with the permission of the conductor on duty in the Express service or ordinary service whose distance of the route exceeds 120 kilometres:

(i) Advance booking shall mean sale of passenger tickets not less than 2 hours in advance of the schedule time of departure of the stage-carriages.

Advance booking shall be permitted not more than ten days in advance of the date of the intended journey.

Advance booking shall be stopped when the number of tickets for which passengers seats are provided in the stage carriage is sold out.

Advance booking shall be according to priority of application and for this purpose an advance booking register in the prescribed form R.R.S.S. shall be maintained or caused to be maintained by the holder of the permit of the Express service or ordinary service whose distance of the route exceeds 120 kilometres.

However where the advance booking is done by computerised reservation system, it would be enough if necessary reservation application forms are preserved along with a journey bill showing the date, time and service together with the boarding and destination points for each reserved passenger and the seat allotted. Reserved seats shall be permitted to be occupied only on production of the ticket or tickets booked in advance for the intended journey.

For the purpose of identifying the seats reserved rows of the seats shall be assigned with distinguishing letters in capital in the alphabetical order, and individual seats shall be assigned with distinguishing numbers in the serial order, and the letters and the numbers so assigned shall be displayed conspicuously on the rows of the seats, and the individual seats, respectively.

A plan showing the arrangement of seats shall be made available for the applicants to enable them to have their choice of seats from those seats which have not been reserved already for other passengers.

A reservation fee of not more than rupees five shall be collected for every seat so recovered. The reservation fee once collected shall not be refundable.

A reservation ticket in the prescribed form "RT" shall be issued to every applicant whose application is complied with.

The reservation ticket shall, on demand by the conductor on duty in the stage carriage or any checking inspector on duty at any time before the commencement of the journey and in the course of the journey, be produced for inspection.

(a) No advance booking shall be made from intermediate places on the route.

Where the distance of the route of the express service does not exceed 120 kilometres, advance booking shall be permitted only for journey on the entire route and no such advance booking shall be made for journeys to any intermediate place on the route.

Where the distance of the route of the Express Service or ordinary service whose distance of the route exceeds 120 kilometres exceeds 120 kilometres, advance booking shall be made for journeys to any intermediate place which is situate at a distance of not less than 120 kilometres from the terminus from which the journey is to be commenced.

(12) Seats reserved, but not occupied 5 minutes before the scheduled departure of the stage carriage, may be released by the conductor on duty for occupation by other passengers, if any:

Provided that a passenger shall be deemed to have occupied the seat reserved, for the passenger, if the presence of the passenger on or near the stage carriage is made known to the conductor on duty notwithstanding the fact that the passenger may not be present in the seat so reserved.

(13) An advance booking list containing the names of the passengers for whom tickets have been booked and the particulars of the seats, if any reserved shall conspicuously be displayed on a notice board to be provided for the purpose at or near the booking office or the booking counter at least one hour in advance of the scheduled departure of the stage carriage. A copy of the said list shall be conspicuously exhibited in the vehicle and a other copy of the list shall be given to the conductor on duty in the stage carriage sufficiently in advance of the scheduled time of departure of the stage carriage.