

## 3. Reservation of a Special Train

### 3.1. Service Information

A Special Train can be reserved from the Commercial Superintendent's office at the Railway Headquarters, Colombo 10. (Tele: 0112432128/0114600156)

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

An application form should be submitted 30 days before the journey. The applications can be obtained free of charge from Commercial Superintendent's 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 following details, Name of the Organization/Organizer, Number of Passengers, Starting and Terminating Stations and Intended dates for the Journey.

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

- Refundable deposit of 10000.00 should be paid.
- Fare per Kilometer for a set with 05 Compartments (Non AC)  
For Single Power Set Rs.1250.00 + VAT  
For Double Power Set Rs.2500.00 + VAT
- Fare per Kilometer for a set with 05 Compartments (With AC)  
For Single Power Set Rs.2500.00 + VAT  
For Double Power Set Rs.2700.00 + VAT
- For Additional Compartment 10% of the Total Amount
- For Government Servants - Payments can be made through Railway Warrants.

### 3.4. Documents to be submitted

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

### 3.5. Procedure of the service

After receiving the application/letter, the availability of the train sets for the intended journey will be checked. A reply will be sent by Commercial Superintendent (Tele: 0112320109, 0114600156) confirming the reservation and requesting to pay for the journey to the nearest Railway Station. Payment is to be paid within two weeks from the date of the letter.

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

One Week

### 3.7. Officer responsible for extending the service

Commercial Superintendent  
Tele: 0112320109/0114600156  
Fax: 0112320109/0112432128  
Email: [sisiraslr@live.com](mailto:sisiraslr@live.com)  
[dcom@gmail.com](mailto:dcom@gmail.com)  
[com@railway.gov.lk](mailto:com@railway.gov.lk)

### 3.8. Deviations of the service process

No deviations

### 3.9. 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\(b\)\)](#)