

## 4. Reservation of Compartment of a Train

### 4.1. Service Information

The compartment of a Train can be reserved from the Commercial Superintendent's office at the Railway Headquarters, Colombo 10. (Tele: 0112320109/0114600156) 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 Compartments.

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

An application form should be submitted 30 days before the journey. Application form can be obtained 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 following details, Name of the Organization, Number of Passengers, Starting and Terminating Stations, Intended dates for the Journey.

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

- Refundable Deposit to be paid prior to the Journey Rs.10000.00
- Payments = Normal Fare + Reservation Fee + VAT
- For Government Servants: Payments can be made through Railway Warrants

Class	Normal Fare for a Compartment	Reservation Fee per Seat
First	To be Paid	Rs. <b>280.00</b> + VAT
Second	To be Paid	Rs. <b>200.00</b> + VAT
Third	To be Paid	Rs. <b>200.00</b> + VAT

### 4.4. Documents to be submitted

Application Only

### 4.5. Procedure of the service

After receiving the application/letter, a reply letter will be sent by Commercial Superintendent confirming the reservation.

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

One Week

### 4.7. Officer responsible for extending the service

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

### 4.8. Deviations of the service process

No deviations

### 4.9. 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\(b\)\)](#)