

6. Reservation of Retiring Rooms at Railway Stations

6.1. Service Information

Retiring Rooms are available at Kandy, Polonnaruwa, Batticaloa, Anuradhapura, Mihintale, Trincomalee, Jaffna and Galle Stations. Reservations can be made by speaking to the Station Masters.

6.2. Application/Reservation method of the service

No application forms required

6.3. Payments/Charges to be made for the service

[Download List of Charges and Stations Contact Numbers which Retiring Room Reservation Facility Available](#)

6.4. Documents to be submitted

National Identity Card

6.5. Procedure of the service

Reservations can be done at the Railway Stations where Retiring Rooms are available. This is 24 hours service. It can be reserved after coming to the Station.

6.6. Average time taken for obtaining the service

30 Minutes after coming to the Station

6.7. Officer responsible for extending the service

Station Masters at the 08 Stations

6.8. Deviations of the service process

No deviations

6.9. Application Forms

No application forms