

**GENERAL GUIDELINES FOR AVAILING RAILWAY WARRANTS, FORM 'D',
ETC. FROM CAO/FMG SECTION.**

1. Please tick (✓) the relevant box (□) whichever is applicable.
2. Fill up and sign only the relevant certificate on page 2 of the application form.
3. Mention the exact name of railway station(s) instead of name of city/town.
4. In case the warrant/Form 'D'/Form 'G' etc. is to be collected by representative, the officer should authorise him/her by signing the authorisation column in the application form. Only SLIC Identity Card holders should be authorised to collect warrants/railway concessional forms 'D', 'G', etc.
5. Time for submission and issue of Railway forms are strictly from 11A.M to 12 Noon and 3 PM to 4 PM.
6. If the Officer is availing warrant or Form 'D' for himself, copy of leave application duly sanctioned must be attached with the application form.
7. While going on Temporary Duty, ink signed copy of Movement order must be furnished with the Application form.
8. On Permanent Posting, Provisional clearance from CAO/E-1 is to be attached with the application form along with the ink signed copy of Movement order.
9. To bring family from old duty station, Non Availability Certificate (NAC) from CAO/E-1 is to be attached with the application form.
10. No Form 'D'/Warrant will be issued for journeys during weekend/closed holidays unless these are combined with or covered by leave duly sanctioned.
11. The Officer is supposed to keep the record and number of Form 'D's and warrants. No request in this regard will be entertained and no Cancellation letter will be accepted without the number of warrant and Form 'D'.
12. Warrant/Form 'D' will be accepted for cancellation only after expiry of Validity date. Form 'D' will be valid for 60 days from the date of issue.
13. Before getting the ticket booked, the reservation status/availability of seat in train may kindly be confirmed from Railway Enquiry (Tel.No.131, 1335 or 125050) or from website of Indian Railways (www.indianrail.gov.in) to avoid cancellation of ticket later on.
14. Cancellation of Warrants/Form 'D's by post will only be entertained if the following conditions are fulfilled: -
 - (a) Original TDR should be enclosed in case of free Warrant.
 - (b) Original cancelled ticket should be enclosed in case of Form 'D'.
 - (c) Cancellation receipt for Warrants/Form 'D' etc. will be obtained from CAO/FMG immediately upon cancellation to avoid dispute at a later stage.