i. While undertaking journey in reserved class of the train, any one of the passengers booked on a ticket has to produce any one of the prescribed proofs of identity (in original) failing which all the passengers booked on the ticket will be treated as travelling without ticket and charged accordingly.

ii. Any passenger availing concession or booking ticket under the quota earmarked for specific category of passengers will be required to produce a valid proof to establish his/her genuineness and the claim for the facility of concession/reservation quota availed.

The list of valid proofs of identity are as under:

i. Voter Photo Identity Card issued by Election Commission of India.

ii. Passport.

iii. PAN Card issued by Income Tax Department.

iv. Driving Licence issued by RTO.

v. Photo Identity Card having serial number issued by Central/ State Government/Bar Council of India.

vi. Student Identity Card with photograph issued by recognized School/ College for their Students.

vii. Nationalised Bank Passbook with photograph.

viii. Credit Cards issued by Banks with laminated photograph. and

ix. Unique identification Card "Aadhar" downloaded Aadhar (e-Aadhar & m-Aadhar).

x. Photo identity cards having serial number issued by Public-Sector Undertakings of State/Central Government, District Administrations, Municipal bodies and Panchayat Administrations.

xi. In case of reserved tickets booked through computerised Passen-ger Reservation System(PRS) counters, for undertaking journey in Sleeper(SL) & Second Reserved Sitting(2S) classes, attested photo-copy of Ration Card with photographs and Nationalized Bank Pass-book with photograph are also accepted.

Note: The above said provision is not applicable to Tatkal ticket which is governed by separate instructions.

Note : While undertaking journey in a train, if a passenger shows the Aadhar/Driving Licence from the 'Issued Documents' section by logging into his/her DigiLocker account, the same is also considered as valid proof of identity. It is, however, clarified that the documents uploaded by the user himself/herself (i.e. the documents in 'Uploaded Documents' section) are not considered as a valid proof of identity.

Tatkal Scheme

With a view to provide reservation to those passengers who have to undertake journey at short notice and to save such passengers from the clutches of unscrupulous elements/touts, Tatkal Reservation Scheme was introduced in 1997. The Salient features of this scheme as on date are as under:-

a. All authorized ticketing agents of Indian Railways/IRCTC have been restricted from booking Tatkal tickets between 10:00 hours and 10:30 hours for tickets in AC classes and between 11:00 hours and 11:30 hours for non-AC classes on the opening day of reservation.
With effect from 01-07-2025, tickets under Tatkal Scheme can be booked through the website of Indian Railway Catering and Tourism Corporation (IRCTC)/its app only by Aadhaar authenticated users.

b. The reservation under this scheme is available only upto the time of preparation of first reservation charts. At the time of preparation of first reservation charts, the vacant Tatkal accommodation is released to the RAC/waitlisted passengers and no Tatkal charges are realised from such passengers.

c. The facility of change of name is not permitted on the bookings made under Tatkal scheme.

d. No duplicate Tatkal tickets are issued. Duplicate Tatkal tickets are issued only in exceptional cases on payment of full fare including Tatkal charges.

e. The reservation under this scheme can be sought by **full fare paying passengers only and no passenger holding concessional ticket** is allowed to avail reservation under this scheme.

f. In case of tickets booked under Tatkal scheme, during the journey, one of the passengers booked on that ticket is required to produce any one of the prescribed proof of identity mentioned below (in original), failing which all the passengers booked on that ticket are considered as travelling without ticket and charged accordingly:-

i. Voter Photo Identity Card issued by Election Commission of India.

ii. Passport

iii. PAN Card issued by Income Tax Department

iv. Driving Licence issued by RTO

v. Photo Identity Card issued by Central /State Government

vi. Student Identity Card with photograph issued by recognized School/ College for their students

vii. Nationalised Bank Passbook with photograph and

viii. Credit Cards issued by Banks with laminated photograph.

ix. Unique Identification Card "Aadhar " eg.downloaded Aadhar (e-Aadhar & m-Aadhar).

x. Photo identity cards having serial number issued by Public Sector Undertakings of State/Central Government, District Administrations, Municipal bodies and Panchayat Administrations, Bar Council of India.

g. Keeping in view the short Advance Reservation Period and with a view to make this scheme economically unavailable for unscrupulous elements/ touts, refund rules of the scheme have been made stringent in which no refund is granted on the **cancellation of** confirmed Tatkal tickets. However, full refund of fare and Tatkal charges is granted on the **cancellation of** tickets booked under Tatkal scheme under certain circumstances like non-attachment of coach, cancellation of train, as explained below:

i. If the train is delayed by more than 3 hours at the journey originating point of the passenger & not the boarding point if the passenger's journey originating point and boarding point are different.

ii. If the train is to run on a diverted route and passenger is not willing to travel.

iii. If the train is to run on diverted route and boarding station or the destination or both the stations are not on the diverted route.

iv. In case of non attachment of coach in which Tatkal accommodation has been earmarked and the passenger has not been provided accommodation in the same class.

v. If the party has been accommodated in lower class and does not want to travel. In case the party travels in lower class, the passenger will be given refund of difference of fare and also the difference of Tatkal charges, if any.

h. Tatkal charges have been fixed as a percentage of fare at the rate of 10% of basic fare for second class and 30% of basic fare for all other classes subject to minimum and maximum as given in the table below:-

Class of Travel	Minimum Tatkal Charges (in ₹)	Maximum Tatkal Charges (in ₹)	Minimum Distance for charge (in Km)
Reserved Second Sitting (2S)	10	15	100
Sleeper	100	200	500
AC Chair Car	125	225	250
AC-3 tier	300	400	500
AC-2 tier	400	500	500
Executive	400	500	250

Note:

1. In case the total run of the train is less than the distance restriction, end to end fare i.e. from originating to destination station shall be charged.
2. There will be no such restriction for Tatkal scheme in passenger trains.

i. Tatkal tickets are issued subject to the applicable distance restrictions.

j. All authorised ticketing agents of Indian Railways/IRCTC have been restricted from booking Tatkal tickets between 10:00 hours and 10:10 hours for tickets in AC classes and between 11:00 hours and 11:10 hours for non-AC classes on the opening day of reservations.

k. It is possible to book a maximum of only four passengers per PNR for Tatkal tickets.

l. The web services agents of IRCTC have been permitted to book only one Tatkal ticket per train per day on the internet.

m. Powers for earmarking of Tatkal accommodation in different classes have been delegated to Zonal Railways who take a decision in this regard keeping in view the utilization pattern in that class during the previous financial year as well as availability of accommodation. The accommodation so earmarked, however, in no case exceed upto maximum of 30% of capacity of coach depending on the utilization of this quota during the last 6 month period.

n. Instructions have also been issued to zonal Railways to introduce Tatkal scheme in the passenger trains in that train/class in which average utilisation during the previous financial year has been more than 60%. The minimum Tatkal charges prescribed for different classes will be applicable as flat Tatkal charges. All other conditions applicable to normal Tatkal scheme will be applicable in case of identified passenger trains.