



Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)

OFFICE ORDER NO. 40 OF 2009

Instructions were issued vide Office Order No. 12 of 2003 dated 17.04.2003 laying down procedure for submission of requests for release of emergency quota. These instructions with slight modification are being reiterated below:-

2. The reservation Cell in Railway Board receives a large number of requests from VIPs, Railway Officers, Senior Officers and other Departments etc. All efforts are made to allot the quota judiciously and with common prudence. However, to streamline the system, the competent authority has decided that the following procedure will be adopted:

2.1 In order to ensure proper sorting and scrutiny, the requisition slips should be as per the following time schedule:

- | | | |
|---|---|--|
| <p>(A) (i)Rajdhani Express trains for Mumbai, Howrah, Bhubaneswar, Bangalore, Hatia, Bilaspur, Ahmedabad, Secunderabad, Jammu & Patna</p> <p>(ii) Other Trains leaving same day after 1800 hrs.</p> |  | <p>1000 to 1100 hrs.
on the day of
journey.</p> |
| <p>(B) Trains leaving before 1800 hrs., Shatabdi Express Trains and Rajdhani Express trains for Guwahati, Chennai and Trivandrum.</p> |  | <p>1500 to 1600 hrs.
on the previous day
of journey.</p> |

Note: The requests for release of accommodation in trains, for which the Emergency Quota is to be released on holidays, should be given on the previous working day.

2.2 All officers are requested to adhere to these timings so that the allotments are given in time and chart preparation is not delayed which, not only results in extreme difficulties to the traveling public but can also lead to delay in departure of trains.

2.3 While applying for Emergency Quota for travel in Rajdhani and Shatabdi Express trains, either on duty or on privilege pass, validity of pass, entitlement and the fact that the reservation has not been booked in any other train, should be ensured by the official sending the request.

2.4 The requests being sent should be signed by an officer of the rank of Senior Scale and above with the following exceptions:-

- a. The Ministers' Secretariats who may please nominate officials, preferably Gazetted authorized for signing the requisitions. The number of such officials should be limited from two to four.
- b. Requests from the office of Chairman, Railway Board and other Board Members may be signed by their personal staff, preferably Gazetted, so authorized for this purpose.

- c. Requests received from the recognized Federations i.e. AIRF and NFIR etc. can be signed by designated officials nominated by them.
- d. Officers and staff below Senior Scale can give the requisition under their own Signatures when they themselves or their family members are travelling whether on leave or on duty.

2.5 It would be the responsibility of the person signing the requisition to ensure the credentials of the party travelling and shall be fully responsible for the same.

2.6. The requests addressed to Ministers or any other officer in the Ministers' Secretariats would be dealt with as under:-

- (a) Requests received through the nominated officer of Ministers' Secretariats will be given due weightage. Such requests will normally be diarised in the registers maintained in these Secretariats.
- (b) Whenever a request for return journey reservation is communicated from Ministers' Secretariats to Zonal Railways, it should be specifically mentioned that the request has been received from a particular officer so that the facts can be verified whenever required. Reference to Ministers' Secretariats should be made while conveying reservation only if the same is duly authorized by a competent officer in Ministers' Secretariats.
- (c) All requests received in the letterbox kept at the Railway Board gate should be processed as per the requests of respective VIPs. If it is a request from an Hon'ble Minister, the reference should be given accordingly while conveying the reservation to the Railways. Likewise names of respective MPs should be given while conveying their requests for reservation to Railways. Requests of reservation from officials and Private Secretaries of Ministers addressed to PS to Ministers or any other officer in the Ministers' Secretariats should be treated as requests from the concerned official addressing the letter and not as a request from the Ministers' Secretariats.

2.7. The requests received in Ministers' Secretariats, Board Members, Public Relations Directorate and other officers should be countersigned by the designated officials. All the requests sent should be diarised in a register in which the details of the party in respect of whom requests are being sent and also the authority from whom requisition has been received should be kept. The diary number should be mentioned on the requests. Any special remarks such as death cases, illness, urgent duty etc. should be countersigned by the designated official. Initials should be put below the diary number so as to ensure the genuineness of the request. In case, it is felt that the requests are not important or do not need consideration, the same should not be sent to the reservation cell and should be filed at the point of receipt itself. The relevant record must be kept for a minimum period of six months for cross checking, if required. **Requests received without diary number and initials will not be considered.**

2.8. The requests received in respect of various officers visiting Delhi on duty should be sent through the staff of Railway Board officers.

2.9. Requests for release of Emergency Quota received in writing will be entertained and telephonic requests/requests through SMS for confirmation of reservation out of emergency quota will not be entertained.

2.10 Staff deputed by Ministers' Secretariats for clearance of reservation requests dropped in the Drop Box kept at the Railway Board main entrance, shall ensure that the last clearance of these requests shall be done by 1800 hours and thereafter the next clearance should be done only in the next morning after 0900 hours.

2.11 A formal format for reservation request is attached as Annexure-I.

It is stressed that besides detail journey information, following information must be provided.

- i. The designation/status of passengers travelling.
- ii. The recommending officers' name & designation.

These information be positively indicated for consideration of allotment of emergency quota.

2.12 Co-operation of all is solicited in the regard.



(Chandralekha Mukherjee)
Executive Director Passenger Marketing
Railway Board.

No.2002/TG-I/14/P

New Delhi, dated: 25/05/2009

To,

- (i) All Officers concerned in Ministers' Secretariats
- (ii) PSs/CRB, ME, ML,MM,MT,MS &FC
- (iii) General Secretary/NFIR(Room No.256-C, AIRF (Room No.-248), AIRPF(Room No.256-D, Secretary General/IRPOF(Room No.268), FROA(Room No.256-A)
- (iv) Chairman/PSC&PAC
- (v) Secretary/RBSS Group "A" RBSS Group "B",RBMSA & RBGDEA
- (vi) All Officers and Branches of Board's office.

DIARY NUMBER _____

DATED: _____ ANNEXURE-I

REQUISITION FOR EMERGENCY QUOTA

1. JOURNEY DETAILS

- TRAIN NUMBER : _____
- DATE OF JOURNEY : _____
- CLASS : _____
- NO. OF BERTHS/SEATS : _____
- FROM : _____
- TO : _____
- PNR NO. : _____

2. PASSENGER DETAILS

- NAME OF HEAD OF THE GROUP : _____
- DESIGNATION OF THE HEAD OF THE GROUP : _____
- PHONE/MOBILE NUMBER : _____

SIGNATURE OF THE OFFICER
(NOT BELOW THE RANK OF SENIOR SCALE
AND OTHER AUTHORISED OFFICIALS)
DESIGNATION _____

DTC(G)