

**GOVERNMENT OF INDIA (Bharat Sarkar)
MINISTRY OF RAILWAYS (Rail Mantralya)
(RAILWAY BOARD)**

No.2011/TG-I/20/P/Quota

New Delhi, dated 16 .08.2011

**Chief Commercial Managers,
All Zonal Railways.**

(COMMERCIAL CIRCULAR NO. 41 OF 2011)

Sub: Streamlining the procedure of release of Out Station Quota.

Please refer to this office letter No..2006/TG.I/20/P/Quota dated 05.09.2006 (Commercial Circular No.72 of 2006) wherein it has been advised that wherever manual reservation quota is being operated (except special quota like Emergency Quota, Defence Quota, Foreign Tourist Quota etc.) even after provision of computerised PRS facility, the same may be withdrawn immediately and merged with reservation quota of the nearest remote location or that available at the train originating station. Subsequently instructions were again issued on 25.02.2011 vide letter No.2006/TG.I/20/P/Quota asking zonal Railways to confirm that at present there is no location where manual general reservation quota is available despite provision of computerized PRS facility. Feedback on this account has been received from eight zonal Railways.

2. Based on the feedback received and the information available in this office, the matter has been reviewed and it has been decided that no manual charts should be prepared in case of Outstation Quota and the following practice should be followed for such locations:

- i) The names and other details of all the persons in whose favour Out station quota is to be allotted, should reach the nearest Rail Head upto 1800 hours of the day prior to the day of journey, where these names should be fed in the computerised Passenger Reservation System before preparation of reservation charts at the train originating station or at the remote location/Rail Head serving that Out station. If necessary, Railways can define the nearest rail head where that train stops as a remote and reservation charts can be taken out through the system and handed over to Ticket Checking Staff. In case no names are received within the stipulated time limit, the unutilized quota will get released to RAC/waitlisted passengers at the time of preparation of reservation charts.

- 2/-

- ii) At those Non-Railhead locations where PRS facility is available at the location where OS quota has been defined and it is not feasible to comply with the option given above, such locations should be given the facility of feeding the name(s) against this quota in the system before preparation of reservation charts at the train originating station or at the nearest remote serving the journey commencing station. Their names will get reflected in the reservation charts taken out at train originating station or at the remote location. In case no names are fed within the stipulated time limit, the unutilized quota will get released to RAC/waitlisted passengers.
- iii) Detailed working conditions for this can be worked out by zonal Railways keeping in view the local conditions and the broad guidelines given above but has to ensure that manual charts are not prepared for the Out Station Quota.



(V.K. Sharma)
Director Traffic Commercial (G)-II
Railway Board

Copy to:

- 1) CCM/PMs and CCM/PSs, all Zonal Railways.
- 2) EDV (T), EDFC, DF(C), OSD/TC, F(C) & V (SS) branches of Railway Board.
- 3) MD/IRCTC, Bank of Baroda Building, Parliament Street, New Delhi.
- 4) General Manager/PRS-I, CRIS, Chanakyapuri, New Delhi.
- 5) Director General, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
- 6) The Principals, Zonal Training Centers, Central Railway/Bhusaval, Eastern Railway Dhanbad, Northern Railway, Chandausi, NE Railway, Muzaffarpur, NF Railway, Alipurduar, Southern Railway, Trichy, SE Railway, Sini, Western Railway, Udaipur.
- 7) General Secretary, National Federation of Indian Railwaymen (NFIR), 3, Chelmsford Road, New Delhi.
- 8) General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi.
- 9) Secretary General, Federation of Railway Officers Association (FROA), Room No.256-A, Rail Bhawan, New Delhi.
- 10) Secretary General, Indian Railway Promotee Officers Federation (IRPOF), Room No.268, Rail Bhawan, New Delhi.
- 11) Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
- 12) CTM, Metro Railway, Metro Rail Bhawan, 33/1, J L Nehru Road, Kolkata-71.