

EAST COAST RAILWAY

Office of the Principal Chief Commercial Manager
Rail Sadan, North Block, Chandrasekharpur, Bhubaneswar-751017

ZONAL COMMERCIAL CIRCULAR NO. 08 (C) of 2025 (COACHING)

No.PCCM/100/ chg. Circular /Pt- XI/25

Dated: 16.04.2025

To

All SM's/CI's/CBSR's/CRS's/CPSR's/CTI-in-Charge of Divn./CTI Squad-in Charge/CTI station /Clerk- in- Charge & YTSKs over East Coast Railway.

Sub: Preparation of first reservation charts for trains leaving in morning hours.

Ref: Instructions issued vide Railway Board letter dated 21.12.2024

Vide instructions mentioned above, Divisions were advised that in the first phase, the first reservation charts of all Shatabdi/Vande Bharat/intercity type Mail/Express trains having full/majority sitting accommodation leaving early in the morning hours departing from the originating station in the morning hours i.e. 0900 hours and before or as decided by the Division should be prepared preferably before 2100 hours on the previous night. The second chart may, however, be prepared as per the extant guidelines so as to maximize the current bookings. It was also informed that in the second phase, the above mentioned provision should be made applicable to all the trains leaving during these hours.

2. The matter has been reviewed that the provision regarding preparation of first reservation charts earlier made applicable to the trains having full/majority sitting accommodation should now be made applicable to all the trains leaving in the morning hours.

3. Necessary instruction may be issued to all concerned accordingly.

Authority:- Railway Board letter No. 2024/TG-I/20/P/Reservation Chart dated 15.04.2025.

(R.K.DAS)

Sr Commercial Manager (Catg)
For Principal Chief Commercial Manager

Copy to:

PCCM: SER/SECR/NR/NFR/ER/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KR **PCO**
M ECoR/SER/ER/SECR/NR/NFR/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRSDG
M/PFA&CAO/PCE/PCSTE/PCMD/PCEE/PCME/PCOS/PCPO/CAO(Con)/CPRO of ECoR,
Member/RCT/BBS, Chairman /RRB/BBS, Dy.CVO(T)/BBS, DGM/BBS **DRMs:** WAT/KUR/SBP.
SrDCMs: WAT/KUR/SBP **SrDOMs:** WAT/KUR /SBP., Dy.CCO /ECoR /BBS CCO, SER /Kolkata,
FACAO (T), Dy.FA&CAO (T)/ BBS, Dy.FA&CAO (T)/ GRC, Dock in charge CPT Rly. Kolkata,
VSKP Port / Paradeep Port / Haldia port, CGM/CONCOR, IISCO house, 50, Jawaharlal Nehru
Road, Kolkata, ED/CRIS, Chanakyapuri/ New Delhi-110021, GGM /IRCTC /Kolkata,
CRM/IRCTC/BBS. GM/RITES/BBS& GM(IT) /RITES, Gurgaon, MD/CRIS, New Delhi.

(R.K.DAS)

Sr. Commercial Manager (Catg)
For Principal Chief Commercial Manager



2024/TG-I/20/P/ReservationChart

1/3112823/2024

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No. 2024/TG-I/20/P/Reservation Chart

New Delhi, Dated: 21.12.2024

The Principal Chief Commercial Managers,
All Zonal Railways.

Sub: Preparation of first reservation charts for trains leaving in morning hours.

As per extant guidelines, in case first reservation charts are not prepared by zonal Railways, computerized PRS will automatically finalize these charts four hours before scheduled departure of train.

2. The issue regarding preparation of first reservation charts of trains leaving early morning has been examined in this office and it has been decided that in the first phase, the 1st reservation chart of all Shatabdi/Vande Bharat/Intercity type trains having full/majority sitting accommodation departing from the originating station in the morning hours i.e. 0900 hours and before or as decided by the Zonal railway should be prepared preferably before 2100 hours on the previous night. The second chart may, however, be prepared as per the extant guidelines so as to maximize the current bookings.

2.1 In the second phase, the above mentioned provision should be made applicable to all trains leaving during these hours.

3. Necessary instructions may be issued to all concerned accordingly.

Signed by Sanjay Manocha

Date: 21-12-2024 11:36:33

Reason: Approved

(Sanjay Manocha)
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GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)



No. 2024/TG-I/20/P/ReservationChart

New Delhi, dated 15.04.2025

**Principal Chief Commercial Manager,
All Zonal Railway**

**Managing Director,
CRIS Chanakyapuri, New Delhi.**

Sub: Preparation of first reservation charts for trains leaving in morning hours

Ref: Instructions issued vide this office letter dated 21.12.2024.

Vide instructions mentioned above, zonal Railways were advised that in the first phase, the first reservation charts of all Shatabdi/Vande Bharat/intercity type Mail/Express trains having full/majority sitting accommodation leaving early in the morning hours departing from the originating station in the morning hours i.e. 0900 hours and before or as decided by the Zonal railway should be prepared preferably before 2100 hours on the previous night. The second chart may, however, be prepared as per the extant guidelines so as to maximize the current bookings. It was also informed that in the second phase, the above mentioned provision should be made applicable to all the trains leaving during these hours.

2. The matter has been reviewed that the provision regarding preparation of first reservation charts earlier made applicable to the trains having full/majority sitting accommodation should now be made applicable to all the trains leaving in the morning hours.

3. Necessary instruction may be issued to all concerned accordingly.

Digitally signed by
SAVJAY MANOCHA
Date: 15-04-2025

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17/03/25
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