EAST COAST RAILWAY

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

ZONAL COMMERCIAL CIRCULAR
No.14(C) of 2025
(COACHING)

No.PCCM/100/ chg. Circular /Pt- XI/25 ***Dated: 03.07.2025.***

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.
Ref : Instructions issued vide this office letter dated 15.04.2025.

(Commercial Circular no.10 of 2025)

Vide instructions mentioned above, zonal Railways were advised that the first reservation charts of all the trains leaving in the early morning hours departing from the originating upto 09:00 hours or as decided by the zonal railway, should be prepared preferably before 21:00 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. The matter has been reviewed and it has been decided as under:-

a) For the trains with departure between 05:00 hours and 14:00 hours, first reservation chart will be prepared preferably by 21:00 of previous day.
b). For the trains with departure between 14:00 and 23:59 and 00:00 and 5:00, first reservation chart will be prepared preferably 8 hours in advance.
c) These shall be no change in extant provisions regarding preparation of second reservation charts.
d) These instructions also cover charting at remote locations.

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

Authority:- Railway Board letter No.2024/TG-I/20/P/Reservation Chart dated 02.07.2025.

(Rajagopal)
Dy. Chief Commercial Manager (PS & Catg)
For Principal Chief Commercial Manager

Copy to:
PCCM:ECoR, **PCOM** ECoR,SDGM/PFA&CAO/PCE/PCSTE/PCMD/PCEE/PCME/PCOS/PCPO /CAO(Con)/CPRO of ECoR, Member/RCT/BBS, Chairman/RRB/BBS, Dy.CVO(T)/BBS, **DRMs**:WAT/KUR/SBP. **SrDCMs**:WAT/KUR/SBP **SrDOMs**:WAT/KUR /SBP. Dy.CCO /ECoR /BBS CCO, FACAO(T), Dy.FA&CAO (T)/ BBS, VSKP Port/Paradeep Port, ED/CRIS, Chanakyapuri/New Delhi-110021, GGM /IRCTC /Kolkata, CRM/IRCTC/BBS. GM/RITES/BBS& GM(IT) /RITES, New Delhi.

(Rajagopal)
Dy. Chief Commercial Manager (PS & Catg)