EAST COAST RAILWAY

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

ZONAL COMMERCIAL CIRCULAR

No. 28 (C) of 2025
(COACHING)

No.PCCM/100/ chg. Circular /Pt- XI/25 ***Dated: 18.12.2025.***

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: Timing of preparation of first reservation chart.

With a view to inform passengers well in time about the reservation status so as to remove the anxiety of passengers coming from the remote locations to get the long-distance trains, it has been decided to prepare the first reservation charts as follow:-.

i. For trains with departure time from 05:01 hours to 14:00 hours, the first reservation charts shall be prepared preferably by 20:00 hours of the previous day.

ii. For trains with departure time form 14:01 hours to 23:59 hours and from 00:00 hours to 05:00 hours, the first reservation charts shall be prepared preferably at least 10 hours in advance.

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

Authority:- Railway Board letter No.2024/TG-I/20/P/Reservation Chart dated 16.12.2025.

(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)
For Principal Chief Commercial Manager