



**Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India,
Rail Nilayam, Secunderabad-500 025 (Telangana)**

No.C.568/G-II/Amenities/Squads/Stations

Dated: 14.07.2023.

Sr.DCMs /SC, HYB, BZA, GTL, GNT & NED

Sub: Deployment of Ticket Checking Staff for manning of Reserved Coaches
and review of Links - Reg

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It is observed that due to shortage of Ticket checking staff, all the reserved coaches are not being manned. In this regard, the following instructions are issued regarding optimizing manning of coaches :

1. In few Divisions, Train Captain is assigning the coaches in the train. It is to be ensured that CTI/Amenities assigns the coaches and not the captain of the Train. Train Captain should be involved only for last minute assignment.
2. CTI/Amenities (In-charge) before assigning coaches should check manned/unmanned coaches of the train in earlier legs of journey.
3. CTI/Amenities (In-charge) should see that unmanned / quota coaches are assigned on priority basis.
4. CTI/G should coordinate with CTI/Amenities on daily basis and efforts should be made that unmanned coaches are been checked by Ticket checking Squads during their beat.
5. Squad TTEs while working should contact on board ticket checking staff and check unmanned coaches on priority.
6. Staff deputed for manning should work upto booked station, even if train is late.

Further, Divisions to review Amenity link and submit to this office by 15.08.23

(K.Padmaja)
Chief Commercial Manager(PS)

