

Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India,
Rail Nilayam Secunderabad-500025 (Telangana)

NO.C.518/Resv/Policy/EQ

Date: 24.01.2024

PCMD,PCSC,PCME,PCOM,PCSO,SDGM,PFA,PCPO,PCE,PCMM,PCSTE,PCEE, MRA, CAO/Const, FA&CAO/Const, CEE/Const, CSTE/Const, Principal Director of Audit, CRS/SC, Director General/IRISET, Director General/IRIFM, Director/CITARA, DRMs/SC,BZA,GTL,HYB,GNT,NED,CWM/WS/LGD,CWM/S&T/WS/MFT, CWM/WS/RYP, CWM/WS/TPTY, Sr.DME/DSL/MLY, Sr.DME/DSL/KZJ, Sr.DME/DSL/BZA, Sr.DME/DSL/GTL, Sr.DME/DSL/GY, Sr.DEE/ELS/LGD, Sr.DEE/ELS/KZJ, Sr.DEE/ELS/BZA, Principal/ ZRTI/MLY, Principal/STC/LGD, Principal/ETTC/BZA, Chairman/RRB/SC, Addl. Registrar/RCT, RGM/RCIL, GGM/IRCTC, GM/RVNL,GM/CRIS,GM/Railtel, C&MD/Concor, Manager/Civil/IRCON, CPM/East/RVNL, CPD/Railway Electrification Organization, GM/Proj./RITES, PCSTE/Projects, GS/SCRMU,SCRES, OBC Association & ZP/AISCTREA

Sub: Reiteration of instructions on submission of EQ requests- Reg

Ref: 1.Dy.CCMGLr.NoRES(PMRR)/11/2020Dt. 01.09.22

2.CCM/PSLr.noC.518/Resv/Policy/EQDt.05.12.22

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In continuation of this office letters under reference, in view of recent instances of misuse/irregularities noticed, the following instructions are reiterated for strict compliance:

- 1. Name, Designation and Phone/Mobile number** of recommending authority and Name, address and Phone/Mobile number of any one of the passengers should be invariably written on the EQ requisition. In the absence of contact number, it is difficult to ascertain the genuinity, in case of doubt. Some officers do mention the designations of PHODs/DRMs of other Railways as Recommending Authority of EQs, which could have been received from their respective PS/Secretaries. In some cases, it was observed that requests were of PS/Secretary concerned, but not of PHOD/DRM. As such, officers sending requests should clearly ascertain and mention the details of recommending Authority. In such cases, the name & number of PS/GAZ sharing EQ details should also be mentioned, for verification purposes.
- 2. Diarization** of EQ forms is mandatory i.e. Register to be maintained by Office/Officer sending EQ requests and serial number in Register should be mentioned on the EQ form. However, it is seen that EQ requests being received from some officers are devoid of the number. In some cases, diarization is not being done systematically. For instance, EQ requests received from some officers are always having same number i.e., No.1 (or) 01/23 etc. on all forms. EQ requests **without proper diarization will not be accepted.**
- 3. Few instances of fake requests** in the name of Railway Board officers have been detected. It is seen that printout of EQ requests received through e- mail/whatsapp in the name of Board officials are being dropped in the EQ Box. The sender should be guided to FAX to 040-27788585. If genuinity of sending official is ascertained, officer receiving such requests should counter sign with stamp duly affixed.

Necessary instructions in this regard may be issued to all Officers.

Digitally Signed by

D.satyanarayana

Date: 24-01-2024 13:02:20

(D.Satyanarayana)

Reason: Approved
Chief Commercial Manager /PS

Copy: AGM: for kind information

DGM(Co-ord)&Secretary to GM: for kind information of GM,

PCCM - for kind information; CAO/Systems, CCO, CCM(FS), CCM/PM: for information & circulation among subordinate officers

Sr.DCMs/SC, HYB, BZA, GTL, GNT, NED: for information and necessary action

SD/TPTY, AM/BDCR & AO/KZJ: for information and necessary action

Secretaries &PS/Gaz to PHODs/DRMs/CWMs: for circulation among officers/staff