



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/TC/HHTS/TTES/ 2019

Date. 03-11-2022

Dy.CCM/Claims

**Sub:** Implementation of HHTs and Preparation of EDRs- Reg

**Ref:** Railway Board Commercial Circular No. 68 of 2018 dt.11.12.2018 (copy enclosed)

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As per the Joint Procedure Order for Hand Held Terminals issued by Board vide letter under reference, it is mentioned that the list of Non-Turned up passengers would implicitly update the EDR status in the coaching Refund application as HHT application is also integrated with the Web Enabled Coaching Refund application for auto updation of EDR which in turn will facilitate grant of refund on untraveled tickets and, there will be no need to prepare EDR.

As regards supply of HHTs, initially 10 HHTs were supplied to this Railway in 2018 for usage by Shatabdi express i.e Train No. 12025/12026 (Secunderabad-Pune-Secunderabad). Further, a total of 1184 HHTs were allotted to South Central Railway in May 2022 and the same are being used by staff. Additionally 1380 HHTs have been allotted to SCR and they will be supplied shortly to the remaining ticket checking staff.

It is to mention that based on marking by TTEs in HHTs, details of Not-Turned up passengers (EDR) is automatically updated in trains manned with HHTs once data is synced successfully and the same can also be checked by Amenities Ticket checking staff after completing their duty in lobby (**MIS Reports - Station Reports/EDR Reports**) by entering date and Train Number.

As such, for trains being manned with HHTs, there is no need for preparation of manual EDRs by Amenity staff for Passengers Not-Turned up and **if data is synced**. The syncing of data can be checked from time of last data sync displayed on HHT device. As a secondary check, Amenity staff while signing off in the Lobby can also check about EDR updation (**MIS Reports - Station Reports/EDR Reports**) by entering date and Train Number. If data is not synced/not reflecting in MIS reports, Manual EDR can be submitted in few such cases. Accordingly, necessary instructions may be issued to Divisions.

This is issued with the approval of CCM/PS

Digitally Signed by S

Ramesh Babu

Date: 03-11-2022 14:38:44

(S. Ramesh Babu)

Reason: Approved

Dy.CCM/G



**SOUTH CENTRAL RAILWAY**  
Office of the Principal Chief Commercial Manager (Claims),  
South Central Railway, Ministry of Railways, Government of India  
Rail Nilayam, Secunderabad – 500025 (Telangana)

No: C.508/Chg. Ref/HHT/2022

Dt: 14.11.2022.

Sr.DCM/ SC, HYB, BZA, GNT, GTL, NED.


**Sub:** - Implementation of HHT's and preparation of EDR's – reg.  
**Ref:** - Dy.CCM/G letter No.C 568/G.II / TC/HHTS/TTES/2019  
dated:03.11.2022.

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A Joint Procedure Order was issued by Railway Board vide letter dated: 11.12.2018 (copy enclosed) with regard to implementation of HHT's and Preparation of EDR's.

Further, it is to submit that for trains being manned with HHT's, there is no need for preparation of manual EDR's by Amenity staff for passengers not turned up and if data is synced. The syncing of data can be checked from time of last data sync displayed on HHT device. As a secondary check, Amenity staffs while signing off in the Lobby can also check about EDR updation (MIS Reports – Station Reports/EDR Reports) by entering date and Train Number. If data is not synced/ not reflecting in MIS Reports, manual EDR can be submitted in few such cases.

Necessary instructions may be issued to all concerned.

  
**Dy.CCM/Claims/Hqrs.**  
**for Chief Claims Officer.**