



भारतसरकार / Government of India
रेलमंत्रालय / Ministry of Railways
दक्षिणमध्यरेलवे / South Central Railway

मं.रे.प्रकाशकार्यालय,
Office of the DRM
विजयवाडामंडल /
Vijayawada Division
वाणिज्यविभाग,
Commercial Branch
विजयवाडा, Vijayawada.
आन्ध्र प्रदेश, Andhra
Pradesh

No: B/C.568/TC/HHT/EDR

Date: 15/12/2022

CTI/COR, CTI/SL

Sub :- Implementation of HHTs and preparation of EDRs - reg.

Ref :-Dy.CCM/Claims Lr. No. C.508/Chg.Ref/HHT/2022dtd 14/11/2022

In connection with the above subject, it has been advised by Head Quarters vide letter cited in reference above that, there is no need for preparation of Exceptional Data Report (EDR) manually by the staff of amenity staff for Not Turned Up Passengers, if the data is synced in HHT. The syncing of the data is to be checked by the staff from time of last data sync displayed in HHT device. As a secondary check, amenity staff while signing off in TTE Lobby to check EDR updation Particulars (i.e MIS Reports - Station Reports / EDR Reports) by entering date and Train number. If data is not synced/ not reflecting in MIS Reports, EDR to be prepared in triplicate and submitted manually.

It is hereby instructed all the amenity staff to prepare EDR manually only in case where data is not synced / not reflected in MIS Reports.

Concerned supervisors to sensitize the staff accordingly duly obtaining their acknowledgement. Please note that any irregularity found will be viewed seriously and the erring staff will be taken up under DAR.

(V.RAM BABU)

Sr.Divisional Commercial Manager
Vijayawada