



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/vom/TTE/lobbies

Date: 03-06-2022

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

Sub: 100% utilization of TTE lobby application-Reg  
Ref: DPM, RB Ir.No.2020/TG-V/6/1 dated 20.05.2022 (copy enclosed)

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Vide letter under reference, Director / Passenger Marketing, Railway Board desires to monitor TTE lobby application on a regular basis to ensure 100% digitization and sought that report on daily basis should be sent CAO/PTS in prescribed format and monthly report may be furnished to Railway Board by 7<sup>th</sup> of every month.

Format for lobby Report:

Division:					Date:				
Sl.No	Station (Location of lobby)	Total No. of staff posted including station and squad	Total No. of staff registered in lobby application including station and squad	No. of staff made Sign On/Off through lobby application	No. of EFT Books issued through lobby	EFT Books issued manually	No. of Staff feed EFT details in lobby	No. of Staff feed EFT details through WEB URL	No. of Staff deposited cash through Trip ID

Hence, it is requested to furnish report on daily basis to Head Quarters Commercial controller so as compile and forward the same to CAO/PTS. Monthly report in the same format to be sent to this office by report by 4<sup>th</sup> of every month so as to apprise Railway Board.

  
(S) Ramesh Babu  
Dy. Chief Commercial Manger/G

	<b>GOVERNMENT OF INDIA (भारतसरकार)</b> <b>MINISTRY OF RAILWAYS (रेलमंत्रालय)</b> <b>RAILWAY BOARD (रेलवेबोर्ड)</b> *****	
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No. 2020/TG-V/6/1

New Delhi, dated. 20.05.2022

CR ✓ The Principal Chief Commercial Managers,  
All Zonal Railways.

**Sub: 100% utilization of TTE lobby application.**

Instructions were issued vide this office letter of even number dated 12.03.2020, 16.01.2020 & 21.10.2020 wherein the guidelines ensuring 100% digitalization of working of TTE lobbies were issued. However, it has been brought to the notice of this office that 100% digitalization of working of TTE lobbies is still not being done.

2. In view of above, it is desired that the usage of TTE lobby application may be monitored regularly and a report in this regard in the following format may be furnished.

Zonal Railway:					Dated:					
S.No.	Div.	Location Name	Total No. of staff posted including station & open squad	Total No. of staff registered in TTE lobby application including squad staff	No. of staff made Sign On/Off through TTE lobby	No. of EFT books issued through system	No. of EFT books issued manually	No. of staff feed EFT details in TTE lobby	No. of staff feed EFT details through WEB URL, if facility provided	No. of staff deposited cash in UTS through Trip ID

The above report may be furnished on daily basis to CAO/PTS office on email id : caoptsofficeir@gov.in or on whatsapp No. 9717648884. A cumulative monthly report may be furnished to this office by 7<sup>th</sup> of following month for which the report pertains.



(Vipul Singhal)  
Director Passenger Marketing  
Railway Board  
Ph. No.:011-23047354  
4th Floor, Room No: 461  
Rail Bhawan, Raisina Road,  
New Delhi-110001