



Office of the Principal Chief Commercial Manager  
South Central Railway, Ministry of Railways, Government of India, Rail Nilayam,  
Secunderabad-50025 (Telangana)

No.C.521/GII/RR/Policy/Vol.IV

Date: 05.11.2020

Senior Divisional Commercial Managers,  
Hyderabad, Secunderabad, Vijayawada,  
Guntakal, Guntur & Nanded.

Sub: Opening of Retiring Rooms/Dormitories'-Reg.  
Ref : Railway Board's letter No.2020/Catg/600/01/Pt.2 dated  
19/10/20.

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Railway Board vide above letter has accorded permission for restarting operation of Retiring Rooms under the control of IRCTC.

In the light of the above, the competent authority has reviewed and accorded approval for the opening of Retiring Rooms at station on the following conditions:

1. Stations where Retiring Rooms are to be opened should be decided based on the present No. of trains / passenger traffic handled at a particular station on a case to case basis with the approval of DRM.
2. All Covid-19 related guidelines /SOPs issued by government of India/State Government/local bodies are to be complied with.
3. Thermal Screening, wearing masks and hand sanitization to be made mandatory before allowing passengers in to the Retiring Room.
4. Passengers symptomatic to Covid-19 should not be allowed.
5. Bed sheets to be supplied in place of Blankets and their cleaning/replacement of linen for every new occupant.
6. Regular Sanitization of the entire Retiring Room area including the rooms.

In view of the above, Sr.DCMs are advised to take necessary action for opening of Retiring Rooms at stations and advise the action taken to this office to appraise the competent authority.

Signed by Shifali Kumar  
Date: 06-11-2020 11:05:54  
Reason: Approved  
Shifali  
Dy.CCM/IT