



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:05.12.2022

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 mandatory instructions for Submission of EQ requests-Reg
Ref: Dy.CCMG Lr.No RES(PMRR)/11/2020 Dt. 01.09.22 (enclosed)

@ @ @

Please connect this office letter under reference, wherein comprehensive instructions regarding submission of EQ Requests have been reiterated. However, it is noticed that the same are not being complied by some of the offices/officers. In the recent past, few instances of misuse by unscrupulous elements in the name of Railway offices/Officers, including impersonation, have been detected. In this connection, the following mandatory instructions are reiterated for strict compliance:

- 1) The written request for Emergency Quota must be signed by a **Gazetted Officer**. Serving Railway staff below Gazetted rank can submit EQ requests when they themselves are traveling or their family members (as indicated in Pass rules) are travelling.
- 2) EQ requisition to contain Name, Designation and Phone/mobile number of **Recommending Authority** and Name, address and Phone/mobile number of any one of the **passengers**.
- 3) Every Office/Officer/Federation shall maintain a register containing details of applications of Emergency Quota, in which all requests shall be diarised indicating journey details and also the source from whom the request has been received. It is noticed that Diary numbers mentioned on some of the requests are without any sequence. The serial number of the request entered in the register to be indicated on Emergency Quota requisition as **Diary number**, so as to enable verification, if warranted.
- 4) Some Offices wherein Authorized signatories sign on behalf of other officers/requests received from various sources, the signatory may not be the Recommending Authority. In such cases, the Recommending Authority/source of EQ request should be invariably mentioned.

Henceforth, EQ requisitions are required to be submitted in the format enclosed/ contain all the information and details as mentioned in the format. The mandatory instructions mentioned above are in compliance to Railway Board guidelines and EQ requests not in compliance, are liable to be rejected. The copy of comprehensive instructions circulated vide letter under reference is also enclosed for perusal.

Encl: Format (word/PDF)

Digitally Signed by K
Padmaja

Date: 06-12-2022 16:33:24

(K Padmaja)
Reason Approved
CCM/PS

Copy to: AGM for kind information

DGM(Co-ord) & Secy. to GM for kind information of GM
PCCM, CAO/Systems, CCO, CCM(FS) and CCM/PM- for information
Sr.DCMs/SC, HYB, BZA, GTL, GNT, NED - for information and necessary action.
SD/TPTY, AM/BDCR & AO/KZJ - for information and necessary action.

DIARY No. _____



**SOUTH CENTRAL RAILWAY
APPLICATION FOR EMERGENCY QUOTA
(RECOMMENDED BY RAILWAY OFFICIAL)**

Train No. & Name	
Date of Journey	
From: To:	
Class	
No. of Berths/Seats	
PNR No.	
Name of the Passenger	
Address of the Passenger	
Mobile No. of the Passenger(s)	
Requested By	
Special Reason	
I hereby, undertake full responsibility of passenger's credentials for whom I am recommending for allotment of berth(s)	
Name	
Designation	
Office	
Phone No.	
Signature & Stamp	