



GOVERNMENT OF INDIA (भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
RAILWAY BOARD (रेलवे बोर्ड)



No.2022/TG-I/20/78

New Delhi, dated 08.09.2022

Managing Director,  
CRIS, Chanakyapuri,  
New Delhi – 110021.

**Sub: Timings of preparation of second reservation charts.**

As per extant instructions, second reservation charts can be prepared between 30 and 5 minutes before departure of train depending upon the distance between charting location and the platform from where the train is scheduled to depart. However, in pursuance of instructions dated 22.05.2020 referred to above issued during COVID era, CRIS initially changed the timings of taking out second reservation chart to 2 hours before departure of train and subsequently these timings were changed to 30 minutes before departure of train.

2. The matter has been examined and it is desired that the provision of taking out second reservation charts between 30 minutes and 5 minutes before scheduled departure of train should be restored with immediate effect.
3. Necessary instructions may be issued to all concerned accordingly under intimation to this office.

Signed by Sanjay Manocha

Date: 08-09-2022 12:41:58

(Sanjay Manocha)

Director Passenger Marketing-II

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**Copy to :** GM/PRS, CRIS, Chanakyapuri, New Delhi