



Office of the Principal Chief Commercial Manager  
South Central Railway, Ministry of Railways, Government of India  
Rail Nilayam, Secunderabad -500025 (Telangana)

No.C.568/ G.II/COR of TC/Amenities/Squad.

Date 02-01-24

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

**Sub:** Posting of staff in CTC Squad,Railway Board

**Ref:**1.Railway Board's Lr.No.2022/TG-V/21/53. dated 26.12.23

2.Railway Board's Lr.No.2021/TG.V/21/53/CTC. dated 19.05.22

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Please find enclosed Railway Board letter cited under reference(1) wherein it is communicated about calling for applications from all Zonal Railways for inducting in Central Ticket Checking Squad of Railway Board.

In this regard, it is requested to give wide circulation to the Notification and send applications of interested /suitable Ticket checking staff who are fulfilling the conditions prescribed in the letter cited under reference (2) (copy enclosed). The duly filled in Applications as per the Proforma enclosed in the letter, to be submitted to his office by 18.01.2024 to this office, so as to forward to Railway Board.

Encl: As above

**Digitally Signed by Bhaskar  
Reddy Pinreddy**

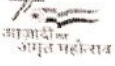
**Date: 02-01-2024 11:05:30**

**Reason: Approved**

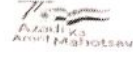
(Bhaskar Reddy Pinreddy)

Dy.CCM/G

for Principal Chief Commercial Manager



GOVERNMENT OF INDIA (भारतसरकार)  
MINISTRY OF RAILWAYS (रेलमंत्रालय)  
RAILWAY BOARD (रेलवेबोर्ड)



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No.2023/TG-V/21/53

New Delhi, Dated 26.12.2023

**Principal Chief Commercial Managers,  
All Zonal Railways**

**Sub: Posting of staff in CTC Squad, Railway Board.**

**Ref: Letter No. 2021/TG-V/21/53/CTC dated 19.5.2021**

It has been decided to call for applications from all zonal Railways for induction in Central Ticket Checking squad of Railway Board. It is desired that application of suitable interested candidates fulfilling the conditions prescribed in the letter No 2021/TG.V/21/53CTC dated 19.05.2021 referred to above may be forwarded with the approval of PCCM to this office for consideration.

2. The staff so posted in CTC Squad will work on attachment basis and will continue to draw their pay and allowances from their parent Headquarters while working in the CTC Squad. As per RBE No. 109/2017, no special pay is admissible for working in CTC squad, Railway Board.

3. It is desired that Zonal Railways may forward applications of only eligible candidates as per letter No. 2021/TG-V/21/53/CTC dated 19.05.2021 on the prescribed Performa (attached herewith). The last date of receiving the application to Railway Board by Zonal Railway is 31.01.2024.

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

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Room No 461, Rail Bhavan, Raisena Road New Delhi 110001

**Application for posting in Central Ticket Checking (CTC) Squad, Railway Board**

- 1. Name of the Candidate (in capital) \_\_\_\_\_
- 2. Designation \_\_\_\_\_
- 3. Division & Zonal Railway \_\_\_\_\_
- 4. Place of posting \_\_\_\_\_
- 5. Date of birth \_\_\_\_\_
- 6. Age as on 31.12.2023 \_\_\_\_\_
- 7. Date of appointment in Railway \_\_\_\_\_
- 8. Basic Pay and Pay Level \_\_\_\_\_
- 9. Length of service in G.P.4200/- (Pay Level 6) as on 31.12.2023 (with date of joining in GP) \_\_\_\_\_
- 10. Date of Retirement \_\_\_\_\_
- 11. Educational Qualification \_\_\_\_\_
- 12. Computer knowledge (certificate/diploma/degree) \_\_\_\_\_
- 13. Award/ meritorious work done during last five years  
(details may be mentioned on separate sheet) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |
|---|
| Photo of candidate duly attested by Controlling officer |
|---|

...2/-

**14. Total yearly Earning figures (Only Penalty cases with UBL and amount)**

**From April 2019 to December 2023 (Except year 2020-21 )**

| <b>Year</b>               | <b>Total penalty cases</b> | <b>Total Penalty amount</b> |
|---------------------------|----------------------------|-----------------------------|
| <b>2019-20</b>            |                            |                             |
| <b>2021-22</b>            |                            |                             |
| <b>2022-23</b>            |                            |                             |
| <b>April 23 to Dec 23</b> |                            |                             |
| <b>Total</b>              |                            |                             |

**Date:**

**Signature of the candidate**

**15. All above Information, earning figure have been verified &tallied with monthly EFT returns &Money receipts of cash remittance.**

**Name.....**

**Signature.....**

**DCTI/CTI In-charge  
(with date & stamp**

**..3/-**

**FOR OFFICE USE:-**

**1. Whether involved in any current Vigilance/SPE/DAR case (If yes, Please furnish details)**

.....

**2. Whether any penalty has been imposed in past (last 5 years) as a result of a vigilance case (If Yes, please mention details of penalty and period)**

.....

**3. Details of APAR of last three years (Apr. 2020 to Mar. 2023)**

| <b>Year</b> | <b>Final Grading in APAR</b> | <b>Remark if any</b> |
|-------------|------------------------------|----------------------|
| 2020-21     |                              |                      |
| 2021-22     |                              |                      |
| 2022-23     |                              |                      |

**4- All above information & service particulars as mentioned in page 1 to 3 have been verified from original record & best of my knowledge.**

.....

.....

**Name & Signature of the Controlling Officer  
(with date & stamp)**

**GOVERNMENT OF INDIA (भारतसरकार)**  
**MINISTRY OF RAILWAYS (रेलमंत्रालय)**  
**(RAILWAY BOARD) (रेलवेबोर्ड)**

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No.2021/TG.V/21/53/CTC

New Delhi, Dated: 19.05.2021

**The Principal Chief Commercial Managers,  
All Zonal Railways.**

**Sub:Review of functioning of Central Ticket Checking Staff Squad.**

**Ref: (i) Letter no. 2003/TG-V/21/ 53 dated 21.04.2015 (CC No. 24 of 2015)**

**(ii) Letter no. 2016/TG-V/21/53 Policy (P) dated 06.06.2016**

**(iii) Letter no. 2016/TG-V/21/53/Policy (P) dated 17.10.2016**

**(iv) 2016/TG-V/21/53/Policy(P) dated 15.02.2018**

The eligibility criteria for ticket-checking staff to work in CTC squad was advised vide letters referred to above. In supersession of the instructions contained in the letters mentioned above, it has been decided that the eligibility criteria for ticket checking staff to work in CTC squad will now be as under:-

- (i) Should be in the grade pay of ₹4200/- or above and should have worked for minimum period of three years in the grade pay of ₹4200/-- (VIth CPC) in the ticket checking cadre
- (ii) Should be up to or below the age of 57 years on the date of notification.
- (iii) Should be clear from SPE, Vigilance and D&AR angle during the last 5 years.
- (iv) Must be courteous in his behaviour but firm and tactful in dealing with passengers.
- (v) Should have an aptitude and flair for conducting checks regarding on-board services.
- (vi) Should have fairly good knowledge of rules and instructions issued from time to time and its application.
- (vii) Should have an ability to draft and submit brief reports
- (viii) The staff will be posted in CTC squad for a fixed maximum tenure of 5 years, without any provision for extension of tenure.
- (ix) To ensure that fair opportunity of working in CTC squad is provided to all ticket checking staff, the maximum number of postings in CTC squad shall be limited to two (2), subject to no previous posting in

Railway Board on any other post apart from CTC squad, prior to commencement of second tenure.

- (x) The cooling off period between two postings in CTC squad shall be fixed as minimum period of 3 years (on any post outside Railway Board) so that fresh talent could be inducted on a periodic basis. This period shall not be waived off.
  - (xi) The total strength of ticket checking staff working in CTC squad will be reduced to 40. It will, however, not affect the existing staff working in CTC squad. These personnel will be repatriated only on completion of their existing tenure. Further applications for working in CTC squad will be called only in anticipation of CTC squad strength falling below 40.
  - (xii) There will generally be a ceiling limit of five ticket checking staff from one zonal railway, working in CTC squad at a time.
  - (xiii) Detailed review of the functioning of the CTC squad shall be critically done on periodic basis with analysis of the individual performance of squad staff also to ensure more effective functioning.
  - (xiv) Feedback from various zonal railways shall be taken from time to time for deployment of the CTC squad members in desired areas so that necessary assistance could be provided to the Zonal Railways in implementation of policies.
  - (xv) Application of eligible candidates, whenever called for, will be accepted only if forwarded by Principal Chief Commercial Manager of zonal Railway concerned.
2. Necessary instructions may be issued to all concerned accordingly.

VIPUL  
SINGHAL

Digitally signed by  
VIPUL SINGHAL  
Date: 2021.05.19  
21:29:07 +05'30'

**(Vipul Singhal)**  
**Director Passenger Marketing**  
**Railway Board.**

**Copy to:** CCM/PMs and CCM/PSs, all Zonal Railways.