

All PCCMs.

South East Central Railway

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No. C/SECR/BSP/CRC/18/1670

Date 27.03.2018.

Coaching Rates Circular No 20(C)/2018

All CSM, SM, CBS, CRS, CPS, CTI, CCI, Sr. TIA, TIA of SECR

Copy for information and necessary action to:

DRM/SECR/BSP, NGP, Raipur, Sr. DCM: SECR/BSP, NGP, Raipur, Sr. DOM BSP, NGP, R
ARM: SECR/BIA, KRBA, SDL. CPRO: SECR/BSP, PFA, Dy. FA&CAO(TA), Sr. SAO-SECR/BSP,
Regional Manager/CRIS/PRS/SER/Kol. PCOM, CSC, SDGM, CPTM /SECR/BSP, PCCMs/IR, CRIS/
Kolkata & New Delhi, ED(PM)/Rly Board/New Delhi

Sub : Delegation of power to permit group (BLOCK) reservation.

Ref . This office letter No. C/SECR/BSP/RESE/ Policy (part -1)/ 5651 dtd 07/09/2009

In supersession of all earlier instructions It has been decided to delegate the powers of permitting Block booking (Group booking for family /Group) as under.

Class of Accommodation	Number of seats and berth	Permitting authority
SL	Upto to 20	CRS/CBS incharge of the Reservation. In absence of CRS/CBS, the CSM or the Stn. Manager Incharge shall grant permission.
	From 21 to 40	ARM/ACM/ Stn. Director
	From 41 to 72	ARM (Sr Scale)/DCM/ Stn. Dir (Sr. Scale)
	Above 72	Sr.DCM / Stn. Dir (JAG)
2AC/ 3AC	Upto to 24	ARM/ACM/ Station Director
	From 25 to 30	ARM (Sr. Scale) DCM/ Stn. Dir (Sr. Scale)
	Above 30	Sr.DCM / Stn. Dir (JAG)

Head Quarters Officers of Above Equivalent grades can also grant permission directly. Higher Authorities can exercise any of the powers in the absence of the lower grade officers but under any circumstances the above power will not be delegated.

While granting permission for block booking as above the following factors must be taken into accounts.

1. During summer / Rush block booking shall be not be permitted to general public. Only genuine Marriage/ student groups can be considered on production of valid ID-proof/ documents of purpose.
2. Proof of identity of the person placing request should be obtained and placed on record.



3. Same Applicant cannot give more than one request to same authority or different authorities to circumvent the ceiling limit.
4. Details of passengers should be obtained in triplicate. One copy should be retained in the office of the authority granting the permission and two copies duly stamped/signed by the authorized signatory with name should be handed over to the party. The reservation clerk should retain one copy and shall return another copy to the party duly affixing the stamped / signature and PNR details.
5. With a view to avoid chances of malpractices, a register should be opened in the office of the authorized signatory & details of permission granted recorded therein. The Serial No. of the register should be quoted on the requisition of the applicant
6. There is no restriction in the system for group booking on the opening day of reservation. However, block booking should be done only 1 hour after opening of the reservation office for Public booking.
7. Permission can be granted for outward and /or return journey and also for journey commencing from other station irrespective of the PRS on which the train is defined.
8. A person applying for group/block booking should apply directly to the competent authority and not through travel agents.
9. Bulk booking should be allowed at any point of time within the Advance Reservation Period (ARP) in Rajdhani, Shatabdi, Durgam & Humsafar trains on Maximum Permissible Fare for normal accommodation for that class.
10. Allotment of Emergency Quota (HO) quota should not be considered for any member (S) of the group.
11. Permission for Block Booking does not confer automatic right of demand for attachment of additional coach. This condition must be got endorse by the applicant.
12. The above instruction shall come into force from 01.04.2018

All concerned to note and act accordingly.


(K.V.R. Murthy) 27/3/18
Dy. Chief Commercial Manager (PM)
For Principal Chief Commercial Manager
SECR/BSP