GOVERNMENT OF INDIA(BHARAT SARKAR)
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)
*****

No. 2002/TG.I/14/P New Delhi, dated 24.7.2002.

The Chief Commercial Managers,
All Zonal Railways.

(Commercial Circular No. 49 of 2002)

Sub: **Allotment of Emergency Quota to Members of Parliament/VIPs.**

Please refer to this office letter No. 98/TG.I/14/P dated 23.04.1998 (copy enclosed) wherein guidelines regarding procedure for allotment of emergency quota have been advised to all zonal railways. In para (iv) of the letter referred to above, it was advised that while deciding the persons for whom the Emergency Quota is to be utilised, the competent authority controlling the quota would take into account all relevant factors like the urgency for undertaking the journey, status of the persons travelling, their inter-se seniority in the warrant of precedence, etc.

Instances have, however, come to the notice of this office where emergency quota is not released strictly as per the seniority of VIPs in warrant of precedence (copy enclosed).

Ministry of Railways, therefore, desire that all concerned dealing with the allotment of emergency quota may be made conversant about the status of VIPs in the warrant of precedence to ensure allotment of accommodation to them strictly as per their seniority in the warrant of precedence.

Necessary action may be taken accordingly and receipt of this letter may be acknowledged.

(O.P.Chawla)
Jt. Director, Traffic Commercial (G),
Railway Board.

DA: As above.

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं.2002/टीजी I/14/पी

नई दिल्ली, दिनांक : 24.7.2002

मुख्य वाणिज्य प्रबंधक,
सभी क्षेत्रीय रेलें.

(2002 का वाणिज्य परिपत्र सं.49)

विषय : संसद सदस्यों/अति विशिष्ट व्यक्तियों को आपातकालीन कोटा आबंटित करना.

कृपया इस कार्यालय के दिनांक 23.4.98 के पत्र सं. 98/टीजी I/14/पी (प्रतिलिपि संलग्न है) का अवलोकन करें जिसमें सभी क्षेत्रीय रेलों को आपातकालीन कोटा आबंटित करने की प्रक्रिया से संबंधित दिशा निर्देश सूचित किए गए हैं. उपर्युक्त पत्र के पैरा (iv) में यह सूचित किया गया था कि उस व्यक्ति जिसके लिए आपातकालीन कोटा का इस्तेमाल किया जाना है, के बारे में निर्णय लेते समय, कोटे को नियंत्रित करने वाला सक्षम प्राधिकारी यात्रा करने की अत्यावश्यकता, यात्रा कर रहे व्यक्तियों का ओहदा, पूर्वता-वारंट में उनकी परस्पर वरिष्ठता जैसे सभी संबद्ध तथ्यों को ध्यान में रखेगा.

लेकिन, इस कार्यालय के ध्यान में ऐसे मामले आए हैं जिनमें आपातकालीन कोटा पूर्वता वारंट में अति विशिष्ट व्यक्तियों की वरिष्ठता के अनुसार रिलीज नहीं किया गया है. प्रतिलिपि संलग्न है.

अतः रेल मंत्रालय चाहता है कि आपातकालीन कोटे के आबंटन पर कार्रवाई करने वाले सभी संबंधित को पूर्वता-वारंट में अति विशिष्ट व्यक्तियों की स्थिति के बारे में जानकारी दी जाए ताकि यह सुनिश्चित किया जा सके कि उन्हें स्थान का आबंटन पूर्वता-वारंट में उनकी वरिष्ठता के अनुसार ही किया गया है.

तदनुसार आवश्यक कार्रवाई की जाए तथा इस पत्र की पावती दें.

संलग्नक : यथोक्त

(ओ.पी.चावला)
संयुक्त निदेशक, यातायात वाणिज्य (सा.)
रेलवे बोर्ड.

saNJEEV

Government of India(Bharat Sarkar)
Ministry of Railways(Rail Mantralaya)
(Railway Board)
*****

No.98/TG.I/14/P. New Delhi, Dated:23.04.1998.

The General Managers,
All Zonal Railways.

Sub: **Procedure for allotment of Emergency Quota.**

Railways are aware that a few berths/seats have been earmarked in different trains as Emergency quota to be operated at the discretion of the competent authorities concerned. In order to ensure that the quota so earmarked is properly utilised and to prevent its misuse, the following procedure will be adopted for their utilisation:-

(i) The Emergency Quotas on different trains will be operated by the concerned railway authorities already nominated for this purpose from time to time to the extent of the number of berths/seats laid down on different trains.

(ii) A time limit will be laid down for each train for the finalisation of the allotments against the quota concerned and its release.

(iii) All requisitions for allocations from the Emergency Quotas will be centralised in the office of the competent authority and final allocations decided only at the expiry of the stipulated period.

(iv) While deciding the persons for whom the Emergency Quota is to be utilised, the competent authority controlling the quota would take into account all relevant factors like the urgency for undertaking the journey, status of the persons travelling, their inter-se seniority in the warrant of precedence, etc.

(v) A skeleton chart should be taken out at train originating and chart preparation centres to find out details of the VIPs including MPs booked and action taken by the incharge to seek reservation from the emergency quota controlling authorities.

(vi) Whenever the Parliament House Booking Office/any other Booking Office sends a message for MP's onward and return journey, a copy should invariably be endorsed to CCM and ACM(Reservation) of the concerned Railway. This shall be in addition to the communication sent to the Chief

Reservation Supervisor/SM concerned. The officer concerned in the Headquarters office will take necessary action to get the accommodation released in favour of the VIPs.

(vii) With a view to prevent the malpractices, reservation requests received from various quarters should be checked from time to time and in cases where there is doubt about the genuineness of the requests/letter, the position may be checked up by speaking to the persons concerned on phone for ensuring the genuineness of the requisition.

(viii) The method of entertaining request on telephone should not normally be allowed except in rare cases of such request being received from VIPs which should be followed up by a written request from the person concerned. Commercial Officers of adequate seniority will be nominated by CCM/DRM in the issuing office to do sample periodic check say once a week on such telephonic requests at random verifying with the concerned officer in whose name the request has been registered. A record of such test checks should be available on the register.

(ix) In case of SA Grade Officers and below, the written requests must be signed by the Officer concerned only.

(x) In case of PHODs and other Senior Officers request should either signed by themselves or on their behalf by Gazetted Officer working under him.

(xi) In case of AGM and GM, the written requests should be signed by the Secretary or Deputy Secretary or Private Secretary only.

(xii) In case of direct requests from non-Railway persons, the officer releasing the Emergency Quota will personally exercise due care and caution to ensure that the requests are genuine.

(xiii) All records pertaining to release of Emergency Quota should be preserved for a period of at least three months from the date of journey.

The above points may please be brought to the notice of all concerned for strict compliance.

Kindly acknowledge receipt of this letter.

(Dr. P.K. Goel)
Executive Director, Passenger Amenities.
Railway Board.

Copy to:

1) Chief Commercial Managers, All Zonal Railways.
2) OSD/TC, V(SS),O&M (With 20 spares) & TG-V Branch of Railway Board.

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भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं. 98/टी.जी.-1/14/पी

नई दिल्ली, दिनांक 23.4.98

महाप्रबंधक,
सभी भारतीय रेलें,

विषय:- आपातकालीन कोटे के आबंटन की प्रक्रिया

रेलें जानती हैं कि विभिन्न गाड़ियों में कुछ शायिकाएं/सीटें उद्दिष्ट की गयी हैं जिन्हें संबंधित सक्षम प्राधिकारियों के स्वविवेक पर परिचालित किया जाता है। यह सुनिश्चित करने के लिए कि इस प्रकार उद्दिष्ट किए गये कोटे का उपयुक्त तरीके से इस्तेमाल किया जाता है तथा इसके दुरुपयोग से बचने के लिए उनके इस्तेमाल हेतु निम्नलिखित प्रक्रिया अपनायी जाएगी :-

(I) विभिन्न गाड़ियों में आपातकालीन कोटे का परिचालन समय-समय पर इस प्रयोजन हेतु पहले ही से नामित किए संबंधित रेल प्राधिकारियों द्वारा विभिन्न गाड़ियों में निर्धारित की गई शायिकाओं/सीटों की संख्या की सीमा तक किया जाएगा।

(II) संबंधित कोटे के तहत आबंटन तय करने एवं इसको रिलीज करने हेतु प्रत्येक गाड़ी के लिए एक समय सीमा का निर्धारण किया जाएगा।

(III) आपातकालीन कोटे से आबंटन हेतु सभी मांगपत्रों को सक्षम प्राधिकारी के कार्यालय में एक जगह एकत्रित किया जाएगा तथा अंतिम आबंटन के संबंध में विनिश्चय निर्धारित अवधि बीत जाने के बाद ही किया जाएगा।

(IV) जिन व्यक्तियों को आपातकालीन कोटा दिया जाना है उनके संबंध में विनिश्चय करते समय, कोटा नियंत्रित करने वाले सक्षम प्राधिकारी सभी सुसंगत कारकों जैसे यात्रा करने की तत्कालिकता, यात्रा करने वाले व्यक्तियों

ssn-15-98

का ओहदा/स्थिति, पहले की आवश्यकता में उनकी पारस्परिक वरिष्ठता आदि को ध्यान में रखेंगे ।

(V) गाड़ी के प्रारंभिक स्टेशन तथा चार्ट तैयार किए जाने वाले केन्द्रों पर एक रेखाचित्र चार्ट बनाया जाए जिससे की बुक किए जाने वाले संसद सदस्यों सहित अति विशिष्ट व्यक्तियों के ब्योरे तथा आपातकालीन कोटा नियंत्रक प्राधिकारियों से आरक्षण प्राप्त करने हेतु प्रभारी द्वारा की गई कार्रवाई के संबंध में पता लगाया जा सके ।

(VI) जब कभी संसद भवन बुकिंग कार्यालय/किसी अन्य बुकिंग कार्यालय से संसद सदस्य के बहिर्यात्रा तथा वापसी की यात्रा के लिए संदेश भेजा जाता हो तो इनकी एक प्रतिलिपि संबंधित रेल के मुख्य वाणिज्य प्रबंधक तथा सहायक वाणिज्य प्रबंधक (आरक्षण) को निरपवाद रुप से भेजी जाए । यह मुख्य आरक्षण पर्यवेक्षक/संबंधित स्टेशन मास्टर को भेजी जाने वाली सूचना के अतिरिक्त होगी । मुख्यालय कार्यालय में संबंधित अधिकारी अतिविशिष्ट व्यक्तियों के लिए स्थान रिलीज कराने हेतु आवश्यक कार्रवाई करेंगे ।

(VII) कदाचार रोकने के उद्देश्य से विभिन्न ओर से प्राप्त होने वाले आरक्षण के अनुरोधों की समय-समय पर जांच की जानी चाहिए तथा जिन मामलों में अनुरोध/पत्र की वास्तविकता के बारे में संदेह हो उनके संबंध में संबंधित व्यक्तियों से फोन पर बात करके इसकी जांच कर ली जाए ताकि मांगपत्र की वास्तविकता सुनिश्चित की जा सके ।

(VIII) अतिविशिष्ट व्यक्तियों की ओर से टेलीफोन पर प्राप्त होने वाले अनुरोध के कुछ विरले मामलों को छोड़कर जिनके लिए भी संबंधित व्यक्ति की ओर से बाद में लिखित अनुरोध प्राप्त होने चाहिए, टेलीफोन पर किए जाने वाले अनुरोध पर विचार करने के तरीके की अनुमति सामान्यतः नहीं होनी चाहिए । टेलीफोन पर प्राप्त ऐसे अनुरोध पर समय-समय पर अर्थात् सप्ताह में यादृच्छिक रुप से नमूना जांच करने हेतु जारी करने वाले कार्यालय में मुख्य वाणिज्य प्रबंधक/मंडल रेल प्रबंधक द्वारा पर्याप्त वरिष्ठता वाले वाणिज्य अधिकारी नामित किए जाएगे जो उस संबंधित अधिकारी के संबंध में सत्यापन करेगें जिनके नाम अनुरोध दर्ज किए गए हैं । ऐसे नमूना जांच के रिकार्ड रजिस्ट्रर में उपलब्ध होने चाहिए ।

(IX) वरिष्ठ प्रशासी ग्रेड अथवा इसके नीचे के अधिकारियों के मामले में लिखित अनुरोध पर केवल संबंधित अधिकारी द्वारा हस्ताक्षर किए जाने चाहिए।

(X) प्रमुख विभागाध्यक्ष तथा अन्य वरिष्ठ अधिकारियों के मामले में, अनुरोध पर या तो वे स्वयं हस्ताक्षर करे अथवा उनकी ओर से उनके अधीन कार्यरत राजपत्रित अधिकारी द्वारा हस्ताक्षर किए जाने चाहिए।

(XI) अपर महाप्रबंधक तथा महाप्रबंधक के मामले में, लिखित अनुरोध पर उनसे संबद्ध सचिव अथवा उप-सचिव या निजी सचिव के ही हस्ताक्षर होने चाहिए।

(XII) गैर-रेलवे व्यक्तियों के ओर से सीधे प्राप्त होने वाले अनुरोधों के मामले में, आपातकालीन कोटा रिलीज करने वाले अधिकारी यह सुनिश्चित करने के लिए व्यक्तिगत तौर पर ध्यान तथा सावधानी रखेंगे कि ये अनुरोध वास्तविक हैं।

(XIII) आपातकालीन कोटा रिलीज करने से संबंधित सभी रिकार्डों को यात्रा की तारीख से कम से कम तीन महीने की अवधि के लिए संरक्षित रखा जाना चाहिए।

उपर्युक्त बातें सर्वसंबंधित के ध्यान में लायी जाएं ताकि इनका कड़ाईपूर्वक अनुपालन किया जाए।

कृपया इस पत्र की पावती दें।

(डा. पी. के. गोयल)
कार्यपालक निदेशक, यात्री सुविधा
रेलवे बोर्ड।

प्रतिलिपि :-

1. मुख्य वाणिज्य प्रबंधक/सभी क्षेत्रीय रेलें।
2. विशेष कार्य अधिकारी/टी.सी., सतर्कता (एस.एस.), ओ. एण्ड एम. शाखा (20 अतिरिक्त प्रतियों सहित) तथा टी0 बी0-5 शाखा।

6007-15-98

PRESIDENT'S SECRETARIAT

New Delhi, the 26th July, 1979

33-Pres/79.—In supersession of all previous notifications on the subject, the following Table, with the rank and precedence of the persons named which has been approved by the President, is published for general information:—

1. President.
2. Vice President.
3. Prime Minister.
4. Governors of States within their respective States.
5. Former Presidents.
5A. Dy. Prime Minister
6. Chief Justice of India.

   Speaker of the Lok Sabha.
7. Cabinet Ministers of the Union.

   Chief Ministers of States within their respective States.

   Deputy Chairman, Planning Commission.

   Leaders of Opposition in the Rajya Sabha and the Lok Sabha.

7A. Holders of the Bharat Ratna decoration.

8. Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India.

   Chief Ministers of States outside their respective States.

   Governors of States outside their respective States.

9. Judges of the Supreme Court.
10. Deputy Chairman, Rajya Sabha.

    Deputy Chief Ministers of States.

    Deputy Speaker, Lok Sabha.

    Members of the Planning Commission.

    Ministers of State of the Union and any other Minister in the Ministry of Defence for defence matters.

    Attorney General of India.

    Cabinet Secretary.

    Comptroller and Auditor-General of India.

    Lieutenant Governors within their respective Union Territories.

    Chiefs of Staff holding the rank of full General or equivalent rank.

    Envoys Extraordinary and Ministers Plenipotentiary accredited to India.

    Chairman and Speakers of State Legislatures within their respective States.

    Chief Justices of High Courts within their respective jurisdictions.

    Cabinet Ministers in States within their respective States.

    Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, within their respective Union Territories.

    Cabinet Ministers of the Union.

    Acting Chiefs of Staff holding the rank of Lieutenant General or equivalent rank.

    Chairman, Minorities Commission.

    Chairman, Scheduled Castes and Scheduled Tribes Commission.

    Chairman, Union Public Service Commission.

    Chief Election Commissioner.

    Chief Justices of High Courts outside their respective jurisdictions.

    Puisne Judges of High Courts within their respective jurisdictions.

18. Cabinet Ministers in States outside their respective States.

    Chairman and Speakers of State Legislatures outside their respective States.

    Chairman, Monopolies and Restrictive Trade Practices Commission.

    Deputy Chairman and Deputy Speakers of States Legislatures within their respective States.

    Ministers of State in States within their respective States.

    Ministers of Union Territories and Executive Councillors, Delhi, within their respective Union Territories.

    Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council within their respective Union Territories.

19. Chief Commissioner of Union Territories not having Councils of Ministers, within their respective Union Territories.

    Deputy Ministers in States within their respective States.

    Deputy Speakers of Legislative Assemblies in Union Territories and Deputy Chairman of Metropolitan Council, Delhi, within their respective Union Territories.

20. Deputy Chairman and Deputy Speakers of State Legislatures outside their respective States.

    Ministers of State in States outside their respective States.

    Puisne Judges of High Courts outside their respective jurisdictions.

21. Members of Parliament.
22. Deputy Ministers in States outside their respective States.
23. Army Commanders/Vice Chiefs of the Army Staff or equivalent in other Services.

    Chief Secretaries to State Governments within their respective States.

    Commissioner for Linguistic Minorities.

    Commissioner for Scheduled Castes and Scheduled Tribes.

    Members, Minorities Commission.

    Members, Scheduled Castes and Scheduled Tribes Commission.

    Officers of the rank of full General or equivalent rank.

    Secretaries to the Government of India (including officers holding this office ex-officio).

    Secretary, Minorities Commission.

    Secretary, Scheduled Castes and Scheduled Tribes Commission.

    Secretary to the President.

    Secretary to the Prime Minister.

    Secretary, Rajya Sabha, Lok Sabha.

    Solicitor General.

24. Officers of the rank of Lieutenant General or equivalent rank.
25. Additional Secretaries to the Government of India.

    Additional Solicitor General.

    Advocate Generals of States.

    Chairman, Tariff Commission.

    Chargé d'Affaires and Acting High Commissioners appointed ad interim.

Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, outside their respective Union Territories.

Chief Secretaries of States Government outside their respective States.

Deputy Comptroller and Auditor-General.

Deputy Speaker of Legislative Assemblies in Union Territories and Deputy Chairman, Delhi Metropolitan Council, outside their respective Union Territories.

Director, Central Bureau of Investigation.

Director General, Border Security Force.

Director General, Central Reserve Police.

Director Intelligence Bureau.

Lieutenant Governors outside their respective Union Territories.

Members, Monopolies and Restrictive Trade Practices Commission.

Members, Union Public Service Commission.

Ministers of Union Territories and Executive Councillor, Delhi, outside their respective Union Territories.

Principal Staff Officers of the Armed Forces of the rank of Major-General or equivalent rank.

Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council, outside their respective Union Territories.

26. Joint Secretaries to the Government of India and Officers of equivalent rank.

Officers of the rank of Major-General or equivalent rank.

Note 1. The order in this Table of Precedence is meant for State and ceremonial occasions and has no application in the day-to-day business of Government.

Note 2. Persons in the Table of Precedence will take rank in order of the number of the articles. The entries in the same article are arranged alphabetically. Those included in the same article will take precedence inter se according to date of entry into that article. However, where the dignitaries of the States and Union Territories included in the same article are present at a function outside their States or Union Territories and there is difficulty in ascertaining their dates of entry, they may be assigned precedence inter se in the alphabetical order of the name of States and Union Territories concerned after those whose precedence is determined according to date of entry into that article.

Note 3. In Article 7, the Chief Minister concerned will take precedence over the Cabinet Ministers of the Union in official functions held in the State.

Note 4. In Article 8—

(a) Ambassadors Extraordinary and Plenipotentiary and High Commissioner of Commonwealth countries accredited to India will en bloc rank above Governors of State outside their respective States;

(b) Governors of States outside their respective States will en bloc rank above Chief Ministers of States outside their respective States.

Note 5. The Ministry of External Affairs may assign appropriate ranks to foreign dignitaries and Indian Ambassadors, High Commissioners and Ministers Plenipotentiary during their visit to India.

Note 6. In Article 10, the Deputy Chief Ministers of States outside their respective States will always rank below all other dignitaries figuring in this article.

Note 7. The Chairmen of State Legislative Councils will rank above the Speakers of Legislative Assemblies in States where they were elected public [illegible] per[illegible]

Note 8. When Members of Parliament are invited to major State functions the [illegible] reserve them should [illegible] next to the Chief Ministers of the [illegible] Ambassadors, etc. [illegible]

Note 9. Speakers of Legislative Assemblies of Union Territories and Chairman of the Delhi Metropolitan Council, Delhi will take precedence over Ministers and Executive Councillors, included in the [illegible] article.

Note 10. In Article [illegible]—

(a) Secretaries in the Ministry of External Affairs other than the Foreign Secretary between themselves will take precedence [illegible] the order of their seniority in Grade I of the Indian Foreign Service and both of them will take precedence after the Foreign Secretary;

(b) Members of the Minorities Commission and Scheduled Castes and Scheduled Tribes Commission will always take precedence over the [illegible] these Commissions;

(c) In official functions held at Delhi/[illegible] Commanders/Vice Chief of the Army Staff equivalent in other Services will always rank [illegible] Secretaries to the Government of India.

Note 11. In Article 25—

(a) Additional Secretaries in the Ministry of Law and Affairs among themselves will take precedence in the order of their seniority in Grade II of the Indian Foreign Service;

(b) Additional Solicitor General will rank immediately above the Advocate Generals of States;

(c) Lieutenant Governors will take precedence over Chief Ministers and Chief Executive Councillor, Delhi, and the latter will take precedence over Speakers of Legislative Assemblies and Chairman, Metropolitan Council, Delhi;

(d) Deputy Speakers of Legislative Assemblies of Union Territories and Deputy Chairman of Delhi Metropolitan Council will take precedence after Ministers of Union Territories and Executive Councillor, Delhi.

Note 12. For the purpose of Article 26, the posts equivalent to the posts of Joint Secretaries to the Government of India will be determined by the Ministry of Home Affairs.

K. C. MADAPPA
Secretary to the President