

EAST COAST RAILWAY

**Office of the
Chief Commercial Manager,
Bhubaneswar-17
Date:18.04.2017**

SL No. 44 (C)/17

No.CCM/100/Pt-X/Coaching Circular.

To
All Station Managers/Commercial Inspectors/Chief Booking Supervisors/ Chief Reservation Supervisors/ Chief Parcel Supervisors/CTI-in-Charge of Divn./CTI Squad-in Charge/CTI station/Clerk-in-Charge.

Sub: Preservation period of reservation record.

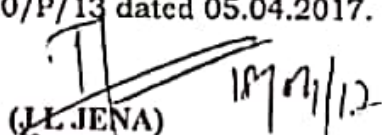
Letter received from Railway Board is reproduced below.

Please refer to Board's letter No. 94/TG-1/20/P/8 dated 02.08.1994 wherein it was informed that period for preservation of all records pertaining to reservation should be fixed as six months except in those cases where action is under process and which are required to be preserved till the finalisation of the cases.

2. In this connection, a reference has been received seeking clarification regarding preservation of reservation record such as requisition slips, daily report ROPD balance sheet, etc by YTSKs. It is clarified that the extant instructions applicable for preservation of reservation record will also be applicable in case of YTSKs.

3. Necessary instructions may be issued to all concerned accordingly.

Authority:- Railway Board letter No. 2017/TG-1/20/P/13 dated 05.04.2017.


(J.L. JENA)

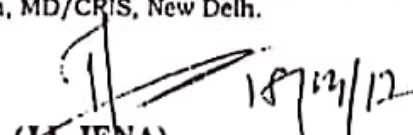
**Dy. Chief Commercial Manager (PS&Plg.)
For Chief Commercial Manager**

Copy to:

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ER/SECR/NR/NFR/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRSDGM/FA&CAO/PCE/CST
E/CMD/CEE/CME/COS/CPO/CAO(Con)/ CPRO of ECoR, Member/RCT/BBS,Chairman /RRB/ BBS,
Dy.CVO(T) /BBS, DRMs:WAT/KUR/SBP.SrDCMs:WAT/KUR/SBP SrDOMs:WAT/KUR /SBP., Dy.CCO
/ECoR /BBS CCO, SER /Kolkata, FACAO (T), Dy.FA&CAO (T)/ BBS, Dy.FA&CAO (T)/ GRC, Dock in
charge CPT Rly. Kolkata, VSKP Port / Paradeep Port / Haldia port, CGM/CONCOR, IISCO house,
50,Jawaharlal Nehru Road, Kolkata, ED/CRIS, Chanakyapuri/ New Delhi-110021, GGM /IRCTC
/Kolkata,CRM/IRCTC/BBS. GM/RITES/BBS& GM(IT) /RITES, Gurgaon, MD/CRIS, New Delh.

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(J.L. JENA)

**Dy. Chief Commercial Manager (PS&Plg.)
For Chief Commercial Manager**