



फैक्स से/BY FAX ✓

No. सी./C.568/III/23/Vol.27

प्रधान कार्यालय /Headquarters Office,
वाणिज्य शाखा /Commercial Branch,
(टिकट जाँच/ Ticket Checking).
चेन्नई/ Chennai - 3.
दि/Dated 7 -3-2016.

वरिष्ठ अधिकारी/Sr.DCMs/चेन्नई/MAS, तिरुचिदापल्ली/TPJ, मैसूर/SA
पासबका/PGT, मदुरै/MDU, तिरुवनंतपुरम/TVC

Sub: Conversion of e-tickets by on board ticket checking staff.

Ref: This office letter No.C.625/PRS/Internet Booking/IRCTC dated 30.3.2012.

Vide this office letter cited under reference it was advised that PRS counter tickets alone are permitted for conversion in higher class by on board ticket checking staff.

The above instructions have been reviewed and it has been decided, to allow conversion in higher class for e-tickets also in the train by on board ticket checking staff. However, in case of e-tickets the following instructions should be scrupulously followed.

1. Whenever vacant accommodation is available in upper class, the same can be allotted to passengers holding confirmed lower class tickets on collection of difference in fare through EFT both for PRS counter tickets and e-tickets, by on board ticket checking staff.
2. In case of e-tickets where the passenger desires to have upper class accommodation in the train, on being approached for the same, should be directed to get free EFT from the concerned TTE manning the lower class coach in which the passenger is having confirmed accommodation.
3. The concerned TTE manning the lower class coach on being approached for issue of free EFT to facilitate conversion of e-tickets in upper class, will verify the genuineness of the same by checking the prescribed ID proof

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and after satisfying himself, he will issue a free EFT in which the PNR No. ID and berth No. will be indicated. Necessary entries will also be made in the relevant reservation charts i.e. main chart and supplementary chart.

4. The upper class TTE should collect the free EFT and issue fresh EFT, duly collecting the dues. The free EFT must be submitted along with the EFT returns, at the end of the month.
5. In no case conversion of e-ticket should be allowed without a free EFT.

Please arrange to issue necessary instructions to all concerned in this regard, under advice to this office.

(वीड.नारंग बाबु/Y.Nagendra Babu)

मुवाप्र/खापव या से/CCM/Catg & PS

कृते मुख्य वाणिज्य प्रबंधक /Chief Commercial Manager

Copy to: FA & CAO/T/MAS TPJ		for information with reference to
Copy to: PDA/T/MAS TPJ		CCM/PM's letter No C.625/PRS/
Copy to: Dy. CVO/T/MAS		Internet Booking/IRCTC dated
		-02-2016.

Copy to: CCM/PM for information please.