Office of the
Chief Commercial Manager
Bilaspur.

No.C/SECR/BSP/Resv/Policy(Pt.I) 15651

Dated: 07.09.09

Sr.Divl.Commercial Manager,
South East Central Railway,
Bilaspur, Raipur & Nagpur
Area Manager/BIA, SDL & KRBA.

Sub: Reservation – Block Reservation for bonafied passengers Traveling in Group such as Marriage Parties, Cultural Groups, etc.

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Railway Board vide letter No.95/TG-U/20/P dated 08.09.05, has permitted the maximum number of seats/berths allowed to be applied for on one reservation requisition slip is six, whether it is family or a group.

Railway Board has also allowed zonal Railways to permit bonafied parties traveling in group consisting more than 6 viz., for the purpose of marriage, cultural, sport, education, pilgrim purpose to secure reservation against a singly reservation form.

Railway Board vide their letter No.98/TG-1/20/P dated 17.02.99 has permitted the zonal Railways to lay down guidelines and delegate powers at various levels to permit such group booking.

Group booking will henceforth be allowed in all trains on SECR subject to the provisions mentioned below :-

General Conditions:

1. Group booking will be permitted to bonafied passengers traveling in Group viz., Marriage Parties, Students, Pilgrims, Sports, Cultural Troops etc.

2. There is no restriction for group booking on opening day of reservation

3. At any time group booking permission may not be granted for more than 50% of the berths available.

4. The names, age, sex and address of all the members of the group are furnished at the time of seeking permission.

5. Persons applying for group booking should apply directly to the competent authority and not through travel agents.

6. Special care should be taken to restrict group booking during festival season and summer rush so that general public will not be inconvenienced.

7. While permitting group booking in slip coaches care may be taken to avoid blocking of berths enmass and permission should be restricted.

8. <mark>Group booking will be done only at RIG, BSP, SDL, R, DUG, G and ITR stations. A register should be maintained with the reservation supervisor</mark> in which particulars of party to whom such permission is granted to be recorded with the name of the officer granting such permission and other details. A monthly report should be sent to CCM.

Specimen format for Group Booking:

Name of Party/Organiation/purpose ....

Train No............ Date............... Class........ From........ To............

Name of the Passenger	Sex	Age	Address and Tele. No.

Competence and Limits :

(1) Request for berths 18 & above in Sleeper Class and 12 & above in 2 AC and 3 AC classes only will be considered as group bookings.

Class Sleeper/sitting	No.of seats/berths	Permitting authority
	Upto 48	ACM
	From 49 to 72	DCM of the Division.
	From 73 and above	Sr.DCM of the Division.
2 AC & 3 AC	From 12 to 24	ACM
	From 25 to 30	DCM of the Division
	From 31 and above	Sr.DCM of the Division

Where DCMs are not there, Sr.DCMs will exercise his powers and will not be delegated to ACMs.

Return Reservations:

Since with the expansion of the networking of the computerized reservation system, it is possible to issue outward as well as return journey reservation at the same reservation office. The group booking for the return journey should also be permitted at the same place where the reservation is being sought for irrespective of PRS on which the train has been defined.

All other terms and conditions will remain the same as applicable for the outward journey.

You are advised that necessary instructions may be issued to all concerned and ensure compliance.

(Sunil K. Agarwal)
Chief Commercial Manager

Copy forwarded for information and necessary action to:-
Divl. Railway Manager/Bilaspur, Raipur & Nagpur.

(Sunil K. Agarwal)
Chief Commercial Manager