



पूर्व मध्य रेल  
कार्यालय  
महाप्रबंधक (वाणिज्य)  
पूमर/हाजीपुर

No. ECR/CRM/Gen/RTI/CD-58/00286/2022

dated.24.05.2022

Sub: RTI

Ref: ESRLY/R/E/22/00286 dated18.05.2022

Reference above, following are furnished below against your RTI queries:

**Query no.1.**No of seats reserved for EQ in PNBE-LTT express ( Train no. 13201) Sleeper class - 24 berths, 3AC - 24 berths & 2 AC - 14 berths.

**Query no.2.** Railway Board policy is attached. It is the Railway board's guide lines to retain such records for 3 months only. Please see second page of the last para of the Board's policy. Hence record is not available in HQ.

**Query no.3.** The same as reply of Query no.2

**Query no.4.** The same as reply of Query no.2

**Query no.5.** The same as reply of Query no.2.

If you are not satisfied with the information provided , you may prefer your appeal to CCM/PS cum FAA/E.C.Railway/Hajipur within 30 days.

DA/- as above.

Digitally Signed by  
K.k.mishra

Date: 25-05-2022 11:35:33  
APFO cum ACM/Catg.  
Reason: Approved

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

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New Delhi, Dated: 22.04.1998.

No. 98/TG.J/14/P.

The General Managers,  
All Zonal Railways.

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

Railways are aware that a few berths/seats have been earmarked on different trains as Emergency quota to be operated at the discretion of the competent authorities concerned. In order to ensure that the quota 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 allocation 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 check 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/SI concerned. The officer concerned in the headquarters office will take necessary action to get the accommodation secured in favour of the VIPs.

In 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 question may be checked up by speaking to the persons concerned on phone for ensuring the genuineness of the requisition.

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 COM/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.

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

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

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

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.

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) J&M (With 20 spares) & TG-V Branch of Railway Board.