

No. 2015/TG-I/14/EQ

New Delhi, dated 14.06.2019

The General Managers,
All Zonal Railways.

Sub: Procedure for release of accommodation out of Emergency Quota.

Comprehensive instructions laying down the procedure for release of accommodation out of emergency quota were issued vide Commercial Circular No. 10 of 2011 dated 09.02.2011 and reiterated vide Commercial Circular no. 2 of 2015 dated 21.01.2015 along with letters of even number dated 31.10.2017 and 17.09.2018.

1.1 Despite the instructions being in place there is a requirement to scrupulously follow them and be vigilant along with keeping close watch for any misuse of the facility for release of accommodation out of Emergency Quota.

2. In order to ensure that release of Emergency Quota is done in a fair and transparent manner, it is desired that instructions contained in the letters mentioned above should be followed in letter and spirit. However, the following general guidelines to be followed are reiterated for strict compliance by all:-

- (i) Request for release of emergency quota is a written request signed by a Gazetted Officer and above except when the concerned officer/staff or his/her immediate family members are travelling.
- (ii) Letter/fax for the self journey of the Railway Officer/Staff should be countersigned /endorsed by the recommending officer from Railways concerned.
- (iii) Letter/fax for the journey of the family member of the Railway Officer/Staff or any other request from them should be supported by personal request of the recommending officer from Railways concerned on the prescribed proforma.
- (iv) In all the requisitions received for release of accommodation out of emergency quota, the signatory should be asked to mention mobile number of passenger/ relation or reference of the passenger to the forwarding official along with his/her telephone number/mobile number.
- (v) In case of requisition received from the general public, the same can be addressed to the PCCM / DRM/ Sr. DCM (incharge) enclosing the proof of their identity and also citing the reason for the urgency/necessity to perform the journey.
- (vi) Letter received from the Ministers/MPs, etc. addressed to MR/MoS should be diarized by the respective Cell/ official authorized for the purpose.

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- (vii) Letter addressed to MR/MoS from non political organizations like State Bhavans, Police Organizations, Judicial Organizations, etc. should be diarized and countersigned/ endorsed by the authorized official from the respective cell;
 - (viii) Letter received from the office of President, Vice President, PMO, Ministers, Lok Sabha Secretariat, Rajya Sabha Secretariat, Speaker Lok Sabha, etc. under the signature of the authorized signatory addressed to the PS/APS and other officers attached with the MR/MoS should be diarized by the respective Cell authorized for the purpose.
 - (ix) Letter addressed to the PS/APS and other officers attached with MR/MoS from non political organizations like State Bhavans, Police Organizations, Judicial Organizations, etc. should be supported by personal request from the respective cell.
 - (x) Fax request from office of MR/MoS shall be diarized and countersigned/ endorsed by the authorized official from the cell assigned for the purpose.
 - (xi) Request received through fax, without diary number/ endorsement/proper format, etc should be investigated, checked and reported.
 - (xii) Officers dealing with EQ request should be vigilant of any misuse of the facility.

Necessary instructions may be issued to all concerned accordingly.

This issues with the approval of the competent authority.



(Shelly Srivastava)
Director Passenger Marketing
Railway Board

Copy to:

1. PCCMs, CCM/PMs and CCM/PSs, all Zonal Railways.
2. EDV(T),EDFC,DF(C),PPS/FC, OSD/TC, F(C) & V(SS) branches of Railway Board.
3. MD/IRCTC, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi- 110001.
4. MD/CRIS & General Manager/PRS, CRIS, Chanakyapuri, New Delhi.
5. DG, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
6. The Principals, Zonal Railway Training Institutes, Central Railway/Bhusawal, Eastern Railway/Bhuli-Dhanbad, Northern Railway/Chandausi, East Central railway/Muzaffarpur, NE Railway/Alipurduar, Southern Railway/Trichy, South Central Railway/Moula Ali, SE Railway/Sini North Western Railway/Udaipur.
7. Director, Indian Railway Institute of Transport Management, Hardoi Bypass Road, Manak Nagar Lucknow-2260011.
8. General Secretary, National Federation of Indian Railwaymen (NFIR), 3, Chelmsford Road, New Delhi.
9. General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi.
10. Secretary General, Federation of Railway Officers Association (FROA), Room No.370, Rail Bhawan New Delhi.
11. Secretary General, Indian Railways Promotee Officers Federation (IRPOF), Room No. 268, Rail Bhawan, New Delhi.
12. Secretary General, All India RPF Association, Room No. 256-D, Rail Bhawan, New Delhi.
13. CTM, Metro Railway, Metro Rail Bhawan, 33/1, J.L. Nehru Road, Kolkata-71.
