

वाणिज्यपरिपत्रकोचिंगसं.24/2025
COMMERCIAL CIRCULAR COACHING NO. 24/2025
2025कादरसूचनासं. 07/RATE ADVICE NO. 07 OF 2025

विषय/Sub: Preparation of first reservation charts..

संदर्भ/Ref: Railway Board letter No. 2024/TG-I/20/P/ReservationChart dated 02.07.2025.

(Commercial Circular No. 10 of 2025)

Vide instructions mentioned above, zonal Railways were advised that the first reservation charts of all the trains leaving in the early morning hours departing from the originating upto 0900 hours or as decided by the Zonal railway, should be prepared preferably before 2100 hours on the previous night. The second chart may, however, be prepared as per the extant guidelines so as to maximize the current bookings.

2. The matter has been reviewed and it has been decided as under: -

- a. For the trains with departure between 0500 hours and 1400 hours, first reservation chart will be prepared preferably by 21:00 of previous day.
- b. For the trains with departure between 14:00 and 23:59 and 00:00 and 5:00, first reservation chart will be prepared preferably 8 hours in advance.
- c. There shall be no change in extant provisions regarding preparation of second reservation charts.
- d. These instructions also cover charting at remote locations.

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

Enc/- A/A

Previous Comml. Cir. Chg. No. 23/2025
 regarding Rationalisation of basic fare for
 passenger train services w.e.f 01.07.2025.

Rajeev
 02/7/25
 (Rajeev Kumar Jha)
 Dy. CCM/PS
 For PCCM/SWR



भारत सरकार

Office of Principal Chief Commercial Manager,
South Western Railway,
Ministry of Railways,
Government of India,
Rail Soudha, Hubballi



सं. No. C. 518/SWR/Comml. Circular/2023-24/25

Date: 03.02.2025

- Copy to: CCM/PM/MAS: For kind information and necessary action please.
- Copy to: Sr. DCM/UBL, SBC & MYS: For kind information & necessary action accordingly.
- Copy to: DRM/UBL, SBC, & MYS: For kind information.
- Copy to: Secretary to GM for kind information of GM.
- Copy to: SDGM, PCOM, CPTM & PFA /SWR/UBL: for kind information.
- Copy to: CPRO/SWR/UBL: For kind information.
- Copy to: RGM/CRIS/MAS: For kind information and necessary action.
- Copy to: RM/IRCTC/SBC: For kind information.
- Copy to: Principal Director of Audit/SWR/UBL: For information.
- Copy to: Dy. CCM/C & PO/RCT/BNC: For information.
- Copy to: Sr. AFA/T/SBC: For information.
- Copy to: Principal/MDRTI/Saptapur/Dharwad: For information.
- Copy to: Commercial Control/HQ/UBL: For information & necessary action.



GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेलमंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)



No. 2024/IG-1/20/P/Reservation Chart

New Delhi, dated 02.07.2025

Principal Chief Commercial Managers,
All Zonal Railways

Managing Director, CRIS,
Chanakya Puri, New Delhi.

(Commercial Circular no. 10 of 2025)

Sub: Preparation of first reservation charts.

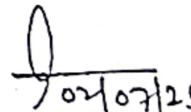
Ref: Instructions issued vide this office letter dated 15.04.2025.

Vide instructions mentioned above, zonal Railways were advised that the first reservation charts of all the trains leaving in the early morning hours departing from the originating upto 0900 hours or as decided by the Zonal railway, should be prepared preferably before 2100 hours on the previous night. The second chart may, however, be prepared as per the extant guidelines so as to maximize the current bookings.

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- These instructions also cover charting at remote locations.

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


(Praveen Kumar)

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