



दक्षिण रेलवे
SOUTHERN RAILWAY

मुख्य वाणिज्य प्रबंधक का कार्यालय,
Office of the Chief Commercial Manager,
यात्री विपणन/Passenger Marketing,
मूर मार्केट कॉम्प्लेक्स/Moore Market Complex,
दूसरी मंजिल/2nd Floor,
चेन्नई/Chennai-600 003.
Rly. : 20212, 20213, 20297
email : cospm@sr.railnet.gov.in

C.625/PRS/BULK RESERVATION

17.12.2019

Sr. DCM/MAS, MDU, PGT, TVC, SA, TPJ

Sub: Reservation on Bulk Booking.
Ref: (1) Railway Board letter no. 98/TG/I.20.P dated 06.10.1999
(2) Railway Board letter no. 98/TG-I/20/P/Pt.I dated 20.08.2004
(3) C.625/PRS/Reservation Policy dated 03.04.2012.
(4) Railway Board letter no. 2001/TG-I/P/IRCTC dated 13.10.2014.

Railway Board have time and again issued instructions vide references above, with regard to Bulk reservation and have authorized Zonal Railways to delegate the powers for group reservation at various levels and to impose local restrictions on Bulk reservation to curb any malpractice. Accordingly, detailed guidelines were issued by this office vide reference (3) above..

As per the extant instructions issued by this office, at any time, group booking permission was not granted for more than 50% of the berths available in case of second/sleeper class and 1/3rd of the berths available in case of all other classes in all Mail/Exp/ Rajdhani/ Shatabdi/ Duronto/ Garib Rath and various other trains introduced from time to time.


However, this restriction was withdrawn on trial basis for a period of six months from 01.06.2019. Based on the feedback received from various divisions in this regard and in adherence to Railway Board instructions, the following instructions are issued which will supersede the previous guidelines/instructions issued by this office:

- (1) Group booking will be permitted from 09.00 am. i.e one hour after the opening of reservation on ARP (**CC-43 of 2014 -F/80**) at major locations only.
- (2) Group booking may be permitted to bonafide passengers travelling in group viz. Marriage parties, students, pilgrims, sports, cultural troops etc.
- (3) Group booking permission can be granted in all classes and irrespective of reservation status like accommodation available or RAC or Waitlist.
- (4) Persons applying for group booking should apply directly to the competent authority and not through any travel agents. This provision will not be applicable for the reservations sought in favour of Foreign Tourists/NRIs. (**CC-25 of 2004 - F/76**).
- (5) There will be no more ceiling imposed on Bulk reservation.

- (6) Also, the competency and limit currently in vogue for permitting bulk reservation stands withdrawn. Henceforth CRS/SM is authorized with the responsibility of permitting Bulk reservation.
- (7) No permission shall be granted for group booking unless purpose of the journey is specified. The names, age, sex of all the passengers and the address and purpose should invariably be furnished at the time of seeking permission.
- (8) While permitting bulk booking, CRS/SM shall ensure that there is no cornering of berths by unscrupulous elements in the pretext of bulk bookings.
- (9) The group booking for return journey also may be permitted at the same reservation office, irrespective of PRS on which the train is defined. For all purpose, return journey shall be treated as a separate journey and all the formalities shall be complied with.
- (10) A register may be maintained as record in which particulars of the parties to whom permission is granted should be recorded for any enquiries becoming necessary at a later stage.
- (11) Specimen format for register for group booking to be maintained by CRS/SM is given below:

S.no.	Date	T.No/Dte	Class	From	To	No. of Ad/ch	Name of the head of the party/organisation	Address and Tel no.	Purpose	Remarks	Sign of Head of party	Sign of Rly official

- (12) While permitting bulk booking, the CRS shall affix his seal and signature on the reservation application form and the attached passenger name list (in all pages). He shall indicate the bulk booking counter number in case of more than one counter allotted for the purpose.
- (13) If exclusive counters are earmarked, bulk booking should be done only in these counters. Any cancellation/modification on Bulk booking shall also be done only in these counters.
- (14) The rules already in force for name change will be applied to bulk booking. Any such name change done should be endorsed in the corresponding bulk booking register.


 (A. SUNDAR)
 Dy. CCM/PM/MAS
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