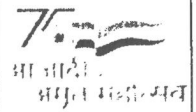




दक्षिण पश्चिम रेलवे/ South Western Railway

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DIVISIONAL COMMERCIAL CIRCULAR NO.147/2023 DATED: 16-08-2023

मंडल वाणिज्य परिपत्र सं. 147/2023 दिनांक: 16-08-2023

All SMRs, SSs, SMs, CBSRs, CRSs, Section CMIs

विषय/Sub: Guidelines for Bulk/Group booking of Reservation tickets.

संदर्भ/Ref: Board letter no. 98/TG-I/20/P dated 17.02.1999

This Office vide DCC no. 226/2012 dated 26.09.2012 circulated guidelines for Bulk/Group booking of Reservation tickets. The same is retreated as follows:

1. Group booking will be permitted to bonafide passengers travelling in group viz; Marriage parties, Students, Pilgrims, Sports, Cultured coops & Defence Personnel etc.
2. Group booking shall be permitted **After 9 AM**. On the opening day (ARP).
3. Group booking through travel agents are not permitted. The persons have to apply directly to the competent authorities.
4. Due care shall be taken to restrict group booking during festival season and peak period so that the general public are not inconvenienced.
5. Group booking permission can be granted in all classes. However at any time, group booking permission may not be granted for more than 50% of the berths available in case of second class/sleeper class and 1/3rd of the berths available in case of all other classes in all Mail/Exp, Rajdhani/Sathabdi/Duranto/Garibrath and special trains introduced from time to time. In case of PQ berths, permission shall not be granted for more than 1/3rd of berths available in second/sleeper class. Further once the RAC/WL commences the 50% restriction becomes irrelevant. Hence group booking may be permitted as per the request.
6. Due care shall be taken while permitting group booking in slip coaches to avoid blocking of berths enmass.
7. No permission shall be granted for group booking unless purpose of the journey is specified. The names, age, gender of all the passengers and purpose shall invariably be obtained from the passengers at the time seeking permission. The team leader shall furnish his contact address along with the telephone number/email address etc on the application.
8. While permitting the bulk/group booking CRS shall ensure that there is no cornering of berths by unscrupulous elements in the pretext of bulk booking.
9. The group booking for return journey may also be permitted at the same reservation office. For all purpose the return journey shall be treated as separate journey and all the formalities shall be complied with.

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10. Competency and Limit:

Class	Berth/seat	Authority to permit
Sleeper/Sitting	More than 6 up to 18	CRS/SMR
	From 19 to 48	ACM of the Division/SMR(Gaz)/Area Officer/Area Manager.
	From 49 to 72	DCM of the Division
	Above 73	Sr. DCM of the Division
All other Classes	From 7 to 24	ACM of the Division/SMR(Gaz)/Area Officer/Area Manager.
	From 25 to 30	DCM of the Division
	Above 31	Sr. DCM of the Division

11. In case of out station requests, the parties may be requested to fax/mail the request along with the list of passengers with age and gender to concerned authority, who in turn will process the same immediately and permission message conveyed to the CRS concerned and suitably entered in the remarks column. In exceptional cases, CRS will convey the request through phone and obtain the permission through control message. However, it is the responsibility of the CRS to forward the list of passengers and obtain a written confirmation subsequently.

12. Specimen format of Register for group booking to be maintained by the approving authority and CRS

Sl No.	Date	Train no. & Date	Class	From	To	No. of Adults/Child	Name of the head of party/organization	Address and telephone number	Purpose	Remarks	Signature of the head of party	Signature of the Railway Official
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13. Due message of permission may be obtained by CRS from the competent authority and the same recorded in the remarks column before directing the passenger to the counter. CRS should in those cases, retain the original application and list of names of passengers, age and gender and file the same.
14. The passenger shall submit only one reservation form for one journey duly filling all columns except name, age and gender of passengers. Remarks as per the list should be written in the space for name column in the reservation form. The list of names of passengers (adults and child separately) age and gender should be attached with the reservation form. If the senior citizen concession is required the same should be indicated against the respective names. At the bottom of the list of names, a declaration that "Total number of passengers (-----adults and -----children) should be written by the head of the party/organization and signed and seal affixed in case of institutions/organizations.

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15.

- a) In places where exclusive reservation counters are earmarked for group booking, the requests for group/bulk booking shall be handled at these counters.
- b) In places where no exclusive reservation counters are earmarked for group booking, CRS will indicate the group booking counter number and guide the passenger accordingly.

16. While permitting group/bulk booking reservation, the CRS shall affix his seal and signature on the reservation application form and the attached passenger name list (on all pages).

17. The existing rules for name change will be applied to bulk booking. Any such name change done should also be endorsed in the corresponding bulk booking register.

18. In case of concessional tickets like student concession, military warrants, sports concession, circular journey etc. the competent authority shall use his discretion and permit the whole group as per the competency limits. In such cases after approval the passenger shall be directed to bulk booking counter for reservation.



/Sr. DCM/SBC

/(वरिष्ठ मंडल वाणिज्य प्रबंधक/बेंगलुरु)

C/: PCCM/SWR/UBL, CCM/PS/SWR for kind information please.

DRM, ADRM, Sr. DOM/SBC, for kind information please.

Sectional CMI's/CCR/SBC for information and to guide the station staff.