International Year of Cooperatives 2025 Cooperatives Build a Better World	**GOVERNMENT OF INDIA (भारत सरकार)** **MINISTRY OF RAILWAYS (रेल मंत्रालय)** **RAILWAY BOARD) (रेलवे बोर्ड)**	International Year of Cooperatives 2025 Cooperatives Build a Better World

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No.2025/TG-I/20/P/34 **New Delhi, dated 29.09.2025**

The General Managers,
All Zonal Railways.

(Commercial Circular No. 19 of 2025)

Sub: Earmarking of accommodation for on-board staff in trains.
Ref: Instructions issued by Mechanical Directorate vide letter No. 2017/M(C)/141/16/Pt.1 dated 31.07.2025

Instructions regarding earmarking of accommodation for On-board Housekeeping Staff (OBHS), AC Coach Inspector/AC Coach Escorting Staff/Electrical Attendant (ACCI/ACCEA) and Train Side Vending staff has been reviewed and in supersession of the earlier instructions issued on this account, it has been decided to earmark following accommodation for them: -

i. One side lower berth/seat of the lowest reserved class available in the train should be earmarked for OBHS staff in four coaches preferably at either end of the coaches. The coaches in which this accommodation will be earmarked will be decided by Zonal Railway concerned, however zonal Railways should try to ensure that to the extent feasible, this accommodation should be in four different coaches which are at least two coaches apart. This provision shall be in supersession of earlier instruction regarding earmarking of accommodation for OBHS issued by CC no. 19 of 2016 and 62 of 2018.
ii. Two berths in the lowest possible class of accommodation (viz. ACCN in fully AC trains and SCN in Mixed composition trains) should be earmarked for on board ACCI/ACCEA staff by concerned Zonal Railway.
iii. In case a pantry car is available, then no additional seat shall be earmarked for Train Side Vending staff. In other trains where Pantry Car is not available and Train side vending is being done, two berths in the lowest possible class of accommodation shall be provided for TSV staff by Zonal Railway.
iv. Whenever modified mini-pantry area with berth retrofit will be introduced in coaches, the accommodation earmarked for OBHS

and AC staff shall be released.

v. However, if the decision of retro-fitment of berths in storage area is reviewed, then the decision of earmarking of berths/seats shall continue.

vi. The list of trains in which OBHS facility has been provided, will be forwarded by Mechanical Department to Commercial Department duly indicating whether this facility is being provided through contractor or through Railway staff.

vii. In case of OBHS staff not able to board the train, intimation should be given to C&W control, who in turn will inform the Commercial Control so that earmarked berth can be released to normal passengers, if required. Details of such trains with absent OBHS staff may be provided from Mechanical Department in Zonal Railways. The manner of communication (through respective Divisional Controls or otherwise) may be decided by Zonal Railways for speedy action.

viii. To address the misuse of allotted berths by contractor staff, penalty system has been prescribed in letter no. 2017/M(C)/141/16/Pt.1 dated 31.07.2025, which shall be followed.

ix. Any fare paying accommodation earmarked for AC coach attendant prior to issue of these instructions shall be withdrawn.

2. This issues with the approval of competent authority and in consultation with all concerned directorates.

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

Digitally signed by
SANJAY MANOCHA
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5. EDV(T), EDFC, DF(C), PPS/FC, OSD/TC, F(C) & V(SS) branches of Railway Board.
6. General Manager/PRS, CRIS, Chanakyapuri, New Delhi.
7. DG, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
8. The Principals, Zonal Railway Training Institutes, Central Railway/ Bhusawal, Eastern Railway/Bhuli-Dhanbad, Northern Railway/Chandausi, East Central railway/Muzaffarpur, NF Railway/Alipurduar, Southern Railway/Trichy, South Central Railway/Moula Ali, SE Railway/Sini, North Western Railway/Udaipur.
9. Director, Indian Railway Institute of Transport Management, Hardoi Bypass Road, Manak Nagar, Lucknow-2260011.
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