



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



No.2024/TG-I/20/P/ReservationChart New Delhi, dated 18.11.2025

**Pr. Chief Commercial Managers,
All Zonal Railways.**

**General Manager/UTS,
CRIS, Chanakyapuri,
New Delhi-110021**

Sub: Automatic preparation of first reservation charts.

Please refer to this office letter of even no. dated 02.07.2025 (CC No. 10 of 2025) advising therein the timings for preparation of first reservation charts.

2. With a view to streamline the procedure of preparation of reservation charts, it has been decided as under: -

- a. If first reservation charts are not prepared at least 8 hours before the scheduled departure of the train by the Zonal Railways, the system will automatically finalize the first reservation charts 8 hours before the schedule departure of the train. However, for trains departing between 05:00-14:00 hrs automatic charts shall be prepared as instructed in the CC No. 10 of 2025.
- b. However, for exceptional circumstances, Zonal Railways will have powers to prepare reservation charts short of 8 hours.
- c. There shall be no change in the timings of preparation of second reservation charts.
- d. Reservation charts at remote locations should also be automated as per the above guidelines.

3. CRIS will make necessary modifications in the software under intimation to all Zonal Railways as well as this office.

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

18/11/25

Praveen Kumar
Director Passenger Marketing/ Coordination
Railway Board
Email id: pk.irts2011@gov.in
4th Floor, Room No: 461

Rail Bhawan, Raisina Road, New Delhi-110001

पू.प. रेल.प.
सहायक वाणिज्यिक प्रबंधक (आरक्षण) का कार्यालय
भूतल; नई कोइलाघाट बिल्डिंग
14, स्टैंड रोड; कोलकाता - 700001

Resv/380/PT.VI, dtd .04.07.2025

Date: 09/07/2025

Office Memorandum

Sub: Preparation of first Reservation chart.

Reference:- DPM-II / RB 'S letter No. .2024/TG-I/20/P/Reservation Chart dated 02.07.2025

In Supersession of this office order even number dated 04.07.2025, the following order is issued vide RB/NDLS'S letter no referred above. The matter of preparation of first Reservation Chart has been reviewed by Railway Board and it has been decided as under:-

- For the trains with departure between 05:00 hours and 14:00 hours, first preparation chart will be prepared preferably by 21:00 of previous day.
- For the trains with departure between 14:00 and 23:59 and 00:00 and 05:00, first reservation chart will be prepared preferably 8 hours in advance.
- There shall be no change in extant provision regarding preparation of second reservation charts.
- These instructions also cover charting at remote locations.

SL NO.	TRAIN SCHEDULE	CHART PREPARATION TIME	ACCEPTANCE OF EQ
1	For trains departing between 05:00 hours and 14:00 hours	By 21:00 hours of previous day	Up to 18 :00 hours on previous day (Except Sunday & closed holiday up to 14:00 hours)
2	For trains departing between 14:01 hours and 23 :59 hours, and 00:00 to 05:00 hours	08 hours in advance	A.For trains leaving source station up to 21:00 hours- EQ request upto 18:00 hours on previous day. B. For trains leaving source station after 21:00 hours – EQ request up to 10 hours before scheduled departure of the train

MMs activities for chart preparation, like replacement and attachment of extra coaches if any, train consist etc to be finalized well in advance. Operating department may be asked to advise mechanism to provide details well in advance.

Divisions are requested to adhere to the instructions as mentioned under reference above. It is also requested to ensure that feeding of all emergency quotas must be completed within the time frame and no VIPs should be left in waiting list under any circumstances.

Implementation of this order may please be intimated to this office immediately.

The above implementation shall be in force with w.e.f 11.07.2025.

Matter must be treated as most urgent.

This issues with the approval of CCM/PM & PS/ER

BRIJ KISHOR SHARMA
Asst. Commercial Manager/Resvn/NKG/ER
For Principal Chief Commercial Manger

Copy to:

1. Secy to GM for kind information of GM please.
2. Secy to AGM for kind information of AGM please.
3. Secy to PCCM for kind information of PCCM please.
4. All PHODs /ER for kind information please.
5. CCM/PS & PM for kind information please.
6. Dy.CCM/DB for kind information please.
7. PS to DRM HWH/SDAH/MLDT/ASN for kind information to DRM
8. SR. DCM HWH, SDAH, ASN, MLDT
9. DGMG and DGMP for kind information please
10. RGM/CRIS for information please
11. IC/CONSOLE/DATABASE/PPM for information and further action.
12. CPRO for kind information please
13. Dy. Director /Reservation/Railway Board for kind information to MR ,MOSR(S), MOSR(R) secretariat accordingly.
14. In-charge of MCO HWH /SDAH to submit request for feeding DF quota accordingly
15. In-charge of commercial control HQ for necessary intimation to all concerned.


BRIJ KISHOR SHARMA
Asst. Commercial Manager/Resvn/NKG/ER
For Principal Chief Commercial Manger

सं. 2024/टीजी-1/20/पी/रिजर्वेशन चार्ट

नई दिल्ली, दिनांक 02.07.2025

प्रधान मुख्य वाणिज्य प्रबंधक,
सभी क्षेत्रीय रेलें।

प्रबंध निदेशक, क्रिस,
चाणक्यपुरी, नई दिल्ली।

(2025 का वाणिज्य परिपत्र सं. 10)

विषय: प्रथम आरक्षण चार्ट तैयार करना।

संदर्भ: इस कार्यालय के दिनांक 15.04.2025 के पत्र के तहत जारी अनुदेश।

ऊपर उल्लिखित अनुदेशों के तहत क्षेत्रीय रेलों को यह सूचित किया गया था कि आरंभिक स्टेशन से सुबह के शुरुआती घंटों में 0900 बजे तक या क्षेत्रीय रेलों द्वारा यथा-निर्धारित समय पर प्रस्थान करने वाली सभी गाड़ियों का प्रथम चार्ट प्राथमिक तौर पर एक पिछली रात में 2100 बजे से पूर्व तैयार हो जाना चाहिए। हालांकि, दूसरा चार्ट मौजूदा दिशा-निर्देशों के अनुसार तैयार किया जाए ताकि ज्यादा से ज्यादा करेंट बुकिंग की जा सके।

2. मामले की समीक्षा की गई है और निम्नानुसार विनिश्चय किया गया है-

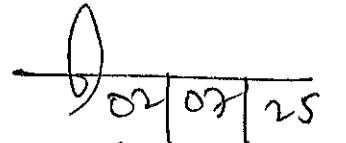
क. सुबह 0500 बजे से दोपहर 1400 बजे तक प्रस्थान करने वाली गाड़ियों के लिए प्रथम आरक्षण चार्ट प्राथमिक तौर पर एक दिन पहले 2100 बजे तक तैयार किया जाएगा।

ख. दोपहर 1400 बजे से रात 23.59 तक एवं 00.00 बजे से सुबह 0500 बजे के बीच प्रस्थान करने वाली गाड़ियों के लिए प्रथम आरक्षण चार्ट प्राथमिक तौर पर 08 घंटे पहले तैयार किया जाएगा।

ग. दूसरा आरक्षण चार्ट तैयार करने से संबंधित मौजूदा प्रावधानों में कोई परिवर्तन नहीं होगा।

घ. ये अनुदेश दूरस्थ स्थानों (रिमोट लोकेशन) पर चार्ट तैयार करने के लिए भी लागू होंगे।

3. तदनुसार, सभी संबंधितों को आवश्यक अनुदेश जारी किए जाएं।


(प्रवीण कुमार)

निदेशक यात्री विपणन/समन्वय

फोन नं. 011-23043757

ईमेल आई डी -pk.irts2011@gov.in

कमरा नं. 461, चौथी मंजिल

रेलवे बोर्ड

SLATE POST



GOVERNMENT OF INDIA (भारतसरकार)
MINISTRY OF RAILWAYS (रेलमंत्रालय)
RAILWAY BOARD (रेलवेबोर्ड)



No. 2024/TG-I/20/P/ReservationChart

New Delhi, dated 02.07.2025

Principal Chief Commercial Managers,
All Zonal Railways

Managing Director, CRIS,
Chanakyapuri, New Delhi.

(Commercial Circular no. 10 of 2025)

Sub: Preparation of first reservation charts.

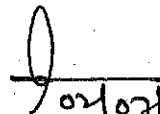
Ref: Instructions issued vide this office letter dated 15.04.2025.

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.

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

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

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


(Praveen Kumar)

Director Passenger Marketing/Coordination

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