

## **PROCEDURE FOR SUBMISSION OF EMERGENCY QUOTA APPLICATIONS**

The list of officers with their FAX numbers on South Central Railway where EQ requests can be addressed are given below:

- For trains leaving from Secunderabad, Hyderabad, Lingampalli and Kacheguda, FAX requests for release of berths from Emergency Quota shall be sent to FAX no. 040-27788585

Sl. No.	Headquarters /Division	Designation	FAX number
1	Headquarters	Senior Commercial Manager (Reservation)	040-27788585
2	Vijayawada	Sr. Divisional Commercial Manager	0866-2578407
3	Guntakal	Sr. Divisional Commercial Manager	08552-229974
4	Guntur	Sr. Divisional Commercial Manager	0863-2254161
5	Nanded	Sr. Divisional Commercial Manager	02462-223545
6	Tirupati	Station Director	08772-222071

- Applications for Emergency Quota for trains leaving from Hyderabad, Secunderabad, Kacheguda & Lingampalli stations to be dropped in Box.
- Applications shall be legible and contain details of train no & name, date of journey, class of travel, from and to stations, PNR number, name of at least one passenger, telephone number & address of the passenger.
- Any specific reason for urgency of travel to be mentioned duly enclosing any document proof in support of their credentials [ID card/Hall ticket of exam /Medical reports etc.]

- EQ requisition to contain Name, Designation and Phone/mobile number of recommending authority and Name, address and Phone/mobile number of any one of the passengers an should be diarised in serial number and should contain the contact details of office clearly.
- Requests received from any Government office/offices of Public representatives should be diarised in serial number and should contain the contact details of office clearly.
- Requests from other Central Government/State Government Departments for travel of their Officers/Staff should contain copy of ID card/s of official concerned.
- In cases of travel of Defence/Police/Para-military personnel not booked on warrants, copy of ID card of concerned official to be enclosed.
  - In case of requests for individual Coupe/Cabin for carrying pets in First AC, a copy of vaccination certificate, fit to travel certificate, passenger aadhaar along with ticket to be enclosed.

#### For Railway Officials/Staff:-

- a) Written request must be signed by a Gazetted Officer except when concerned Railway officer/staff or his/her immediate family members are travelling.
- b) In cases of travel of self/family members of Railway officers/staff other than Pass/Privilege, specific reference may be made on the requisition slip and copy of ID card of concerned officer/staff to be enclosed.
- c) Staff of Railway PSUs/Railway associated organizations when travelling on-duty to submit copy of ID cards since they are not booked on Duty Passes

## Timings to drop EQ applications

Train Departure Timings	EQ Submission timings
a) Between 00:00 hours and 14:00 hours	Latest by 14:00 hours of the <b>previous day</b> .
b) Between 14:01 hours and 18:59 hours	Latest by 16:00 hours of the <b>previous day</b> .
c) Between 19:00 hours and 23:59 hours	Latest by 09:00 hours of the same day