

Procedure for submission of EQ applications

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

Sl. No.	Headquarters /Division	Designation	FAX number
1	Headquarters	Sr. 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

2. For trains leaving from Secunderabad, Hyderabad and Kacheguda, FAX requests for release of berths from Emergency Quota shall be sent on FAX machine at Headquarters with FAX no. 040-27788585.

Timings to submit the EQ Applications:

ON WEEK DAYS	
For trains leaving between 00.01 hrs. & 16.00 hrs	Before 15.00 hrs. on previous day
For trains leaving after 16.00 hrs. & upto 23.59 hrs.	Before 11.00 hrs ON THE DAY OF JOURNEY

For all trains leaving on Saturdays, Sundays and other notified holidays.	Before 15.00 hrs. One day in advance
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