

## Procedure for submission of EQ applications

- 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	Assistant 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

- 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.

### Timings to submit the EQ Applications:

#### ON WEEK DAYS

<b>For trains leaving between 00.01 hrs. &amp; 16.00 hrs</b>	<b>Before 15.00 hrs. on previous day</b>
For trains leaving after 16.00 hrs. & upto 23.59 hrs.	<b>Before 11.00 hrs</b> <b>ON THE DAY OF JOURNEY</b>
<b>For all trains leaving on Saturdays, Sundays and other notified holidays.</b>	<b>Before 15.00 hrs.</b> <b>One day in advance</b>

- A written request shall be addressed to the Principal Chief Commercial Manager/Divisional Railway Manager/Senior Divisional Commercial Manager (as the case may be) duly containing the following information/details.
  - ❖ Train number and Name
  - ❖ Date of journey
  - ❖ Class of travel
  - ❖ From and To stations
  - ❖ PNR number
  - ❖ Name of the passengers
  - ❖ 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.
- The contact details of office to be mentioned clearly for requests received from any Government office/Offices of Public representatives.
- In case of requests for individual Coupe/Cabin for carrying pets in First AC, a copy of vaccination certificate to be enclosed.
- 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.
- Written applications containing all details as specified above and submitted in person or through FAX within the stipulated time shall only be considered for allotment subject to availability of berths by the said train and also after meeting the protocol requirements.

For Railway Officials/Staff:

- Written request must be signed by a Gazetted Officer except when concerned Railway officer/staff or his/her immediate family members are travelling.
- 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.
- 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