

Please send your requisition for confirmation of berth/seats to
the following email ID

eqcellnfrailway@gmail.com

Instruction to the applicant.

(i) The written request for release of berths/seats out of Emergency Quota must be signed by a Gazetted Officers.

(ii) Serving Railway staff below the Gazetted rank and retired railway officials can submit the requisitions for release of berths out of emergency Quota under their own signatures when they themselves or their family members.

(iii) Recognized Federations of Railways should nominate authorized signatories for signing the acquisitions for release of berths out of Emergency Quota.

(iv) In all the requisition received for release of berths out of Emergency Quota, the signatory to mention his/her telephone no. /mobile no.

(v) Every Officer/Section/Federation will maintain a register containing the details of application for Emergency Quota, in which all such requests shall be diarized indicating all the journey details add also the source from whom the request has been received. The diary number of the request entered in the register shall also be indicated on the requests for Emergency quota.

(vi) It would be the responsibility of the person forwarding or signing the requisition to ensure the credential of the party travelling.

(vii) Requests for release of berths out of Emergency Quota received from the Travel Agents shall not be entertained.

(viii) The allotment of Emergency Quota shall be strictly as per their inter-se seniority in Warrant of Precedence. In the case of same status, the priority in booking of accommodation will prevail.

Authority: Railway Board's letter No. 2010/TG-I/14/P dated. 09.02.2011