



**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.

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Railway Board
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