

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

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No. 2011/TG-I/20/P/R.Form

New Delhi, dated 17.12.2015

The Chief Commercial Managers,  
All Zonal Railways.

**(COMMERCIAL CIRCULAR NO. 73 OF 2015)**

**Sub: Booking of ticket by giving full name.**

As per extant instructions, reservation should be made in the name of each individual by writing their name. However, instances have been brought to the notice of this office where reservation clerks generated reservation tickets using only such short names which can be easily misused by unscrupulous elements.

2. The matter has been examined and it is desired that while booking the ticket, the booking clerks will invariably mention the full name of the passenger and the surname wherever available in case of all the passengers subject to the maximum number of characters which can be filled in this column and in no case the ticket will be booked in the abbreviated names like A. Sharma, B. Sharma, etc. Any lapse on this account should be viewed seriously and the erring staff should be taken up under Disciplinary and Appeal Rule.

3. Necessary instructions may be issued to all concerned for strict compliance.

  
(Vikram Singh)

**Director Passenger Marketing  
Railway Board**

Copy to:

- 1) CCM/PMs and CCM/PSs, all Zonal Railways.
- 2) ADG/PR, EDV (T), EDFC, DF(C), OSD/TC, F(C) & V (SS) branches of Railway Board.
- 3) MD/IRCTC, Bank of Baroda Building, Parliament Street, New Delhi.
- 4) General Manager/PRS-I, CRIS, Chanakyapuri, New Delhi.

- 5) Director General, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
- 6) The Principals, Zonal Training Centers, Central Railway, Bhusaval, Eastern Railway, Dhanbad, Northern Railway, Chandausi, NE Railway, Muzaffarpur, NF Railway, Alipurduar, Southern Railway, Trichy, South Central Railway, Maula Ali, SE Railway, Sini, Western Railway, Udaipur.
- 7) General Secretary, National Federation of Indian Railwaymen (NFIR), 3, Chelmsford Road, New Delhi.
- 8) General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi.
- 9) Secretary General, Federation of Railway Officers Association (FROA), Room No.256-A, Rail Bhawan, New Delhi.
- 10) Secretary General, Indian Railway Promotee Officers Federation (IRPOF), Room No.268, Rail Bhawan, New Delhi.
- 11) Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
- 12) CTM, Metro Railway, Metro Rail Bhavan, 33/1, J L Nehru Road, Kolkata-71.

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