

CHANGE OF NAME OF A PASSENGER ON CONFIRMED RESERVATION TICKET

A change of name in reservation is permitted **only by Sr.Divisonal Commercial Manager of concerned division.** Where there is no post of Sr.Divisonal Commercial Manager, the change of name in reservation is permitted by Divisional Commercial Manager of concerned division on written requisition tendered by party along with documents as required under the rules **24 hours prior to the scheduled departure of train** in following circumstances.

- (i) Government servant proceeding on duty on production of a letter from the appropriate authority.
- (ii) Between family members due to unavoidable circumstances, viz. father, mother, brother, sister, son, daughter, husband and wife. No cancellation and reservation charges are recovered in this case. The station Manager will be competent to permit alteration of reservation under the condition mentioned above.
- (ii) However, in case of group travelling together, party's written request should be tendered in writing 48 hours before scheduled departure of train and change of name is not permitted in excess of 10% of total strength of the group/party.
