

USER MANUAL

Online Rest House Booking System

Steps to use the Online Rest House Booking System:

LOGIN Manual

1. Open any web browser
 2. Open <http://www.ncr.indianrailways.gov.in>
 3. Go to Tab-> IR PERSONNEL menu and select E-OFFICE > Rest House Booking System.
 4. The following login screen will show to user.
 5. User can login into Rest House Booking System in two ways:
 1. Using CUG Mobile no. and OTP.
 2. Using CUG Mobile no. and Password
- Note: In case CUG no. not registered, User have to contact CM(IT) office.

REST HOUSE BOOKING

A north central railway application



Sign in to access Rest House
Booking Application

Login through OTP

Login through Password

Application Generation

6. To book a room at any location, click on **Book Rest House** menu option, fill out all the details required like Division, Location, request type (on duty, guest etc.), Check in date, check out date and time then click on **Request Booking** button.

The screenshot shows the 'Online Rest House Booking Application' form. The form fields are as follows:

Division	Location	Request Type	
Select Division	Select Location	Select Reason	
Check in Date	Check in Time	Check Out Date	Check Out Time
	--:--		--:--
Officer Name	Contact No.		
Amit Malvia	8303170562		
No. of Rooms			
1			

Request Booking

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7. Booking request confirmation will pop up after clicking **Request booking** button and you will receive a message of booking request on your mobile.

The screenshot shows the 'Online Rest House Booking Application' form with a confirmation message. The form fields are as follows:

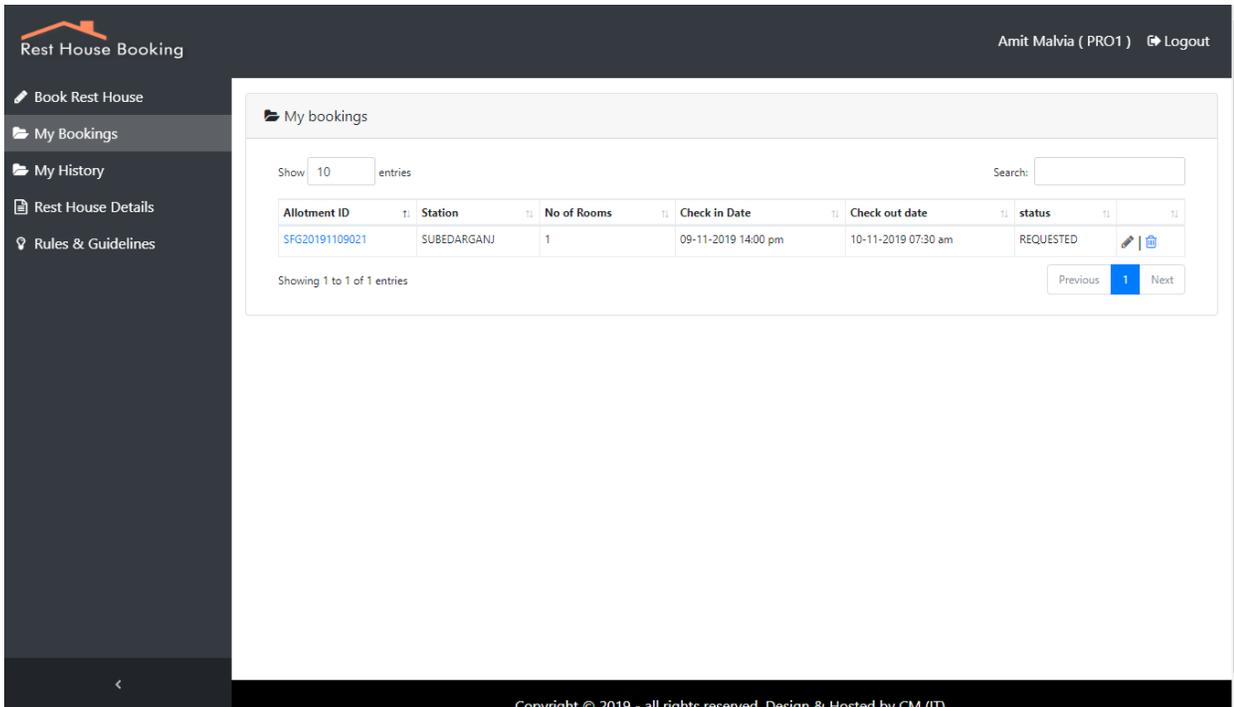
Division	Location	Request Type	
NCR-HQ ✓	SUBEDARGANJ ✓	On Duty ✓	
Check in Date	Check in Time	Check Out Date	Check Out Time
09-11-2019 ✓	14:00 ✓	10-11-2019 ✓	07:30 ✓
Officer Name	Contact No.		
Amit Malvia	8303170562 ✓		
No. of Rooms			
1			

Request Booking

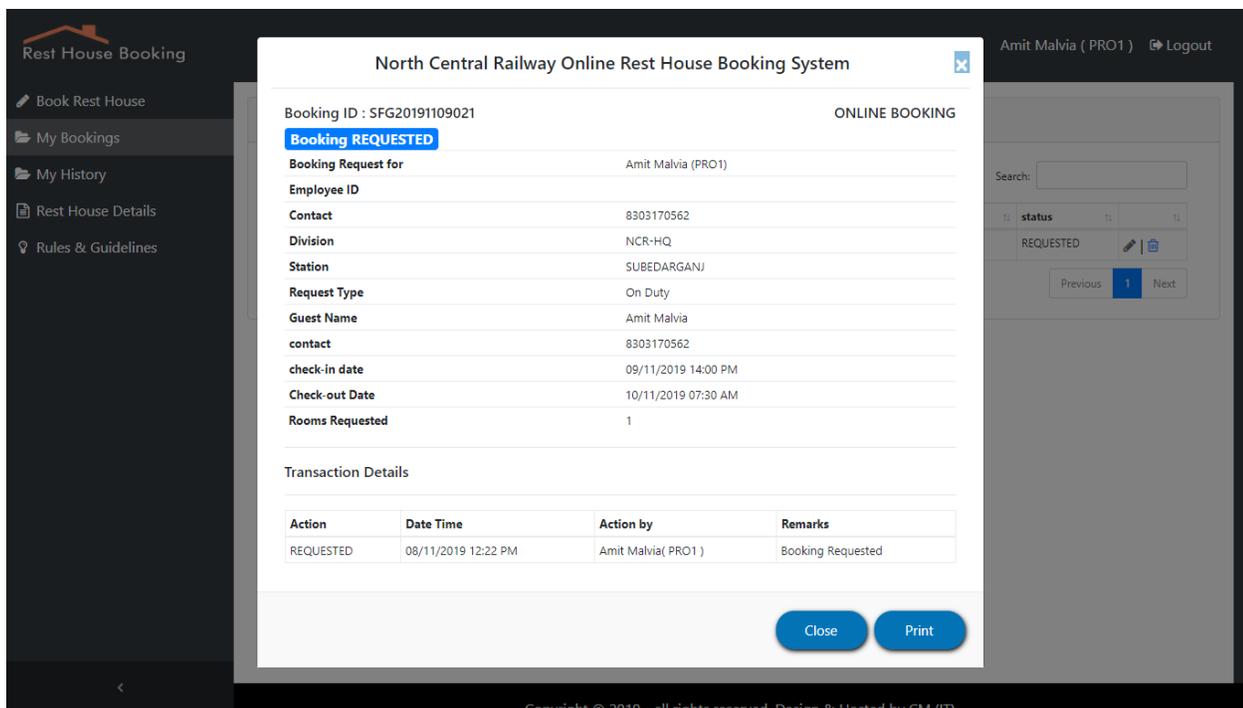
localhost says
Your request for ORH have been successfully recieved.
OK

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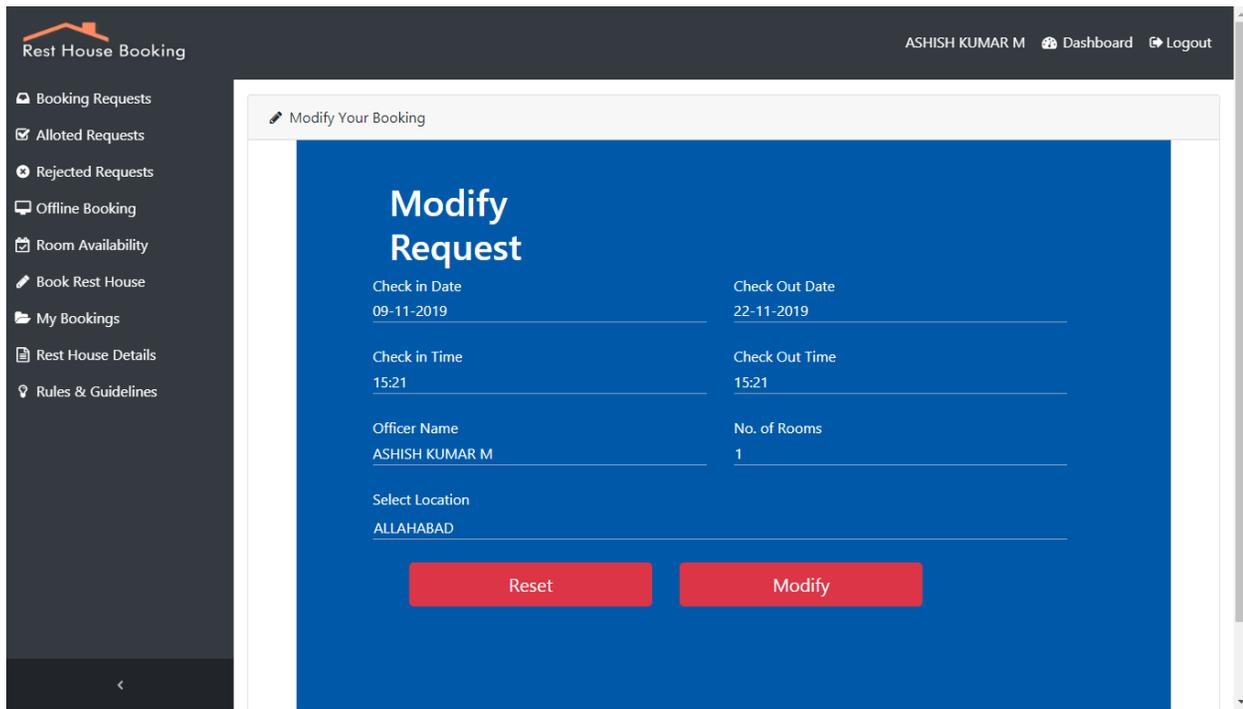
8. User can check the bookings done by him/her under [My Bookings](#) menu. The following window will open under my bookings, user can also search for any booking using search bar provided at right top of my booking dialog box.



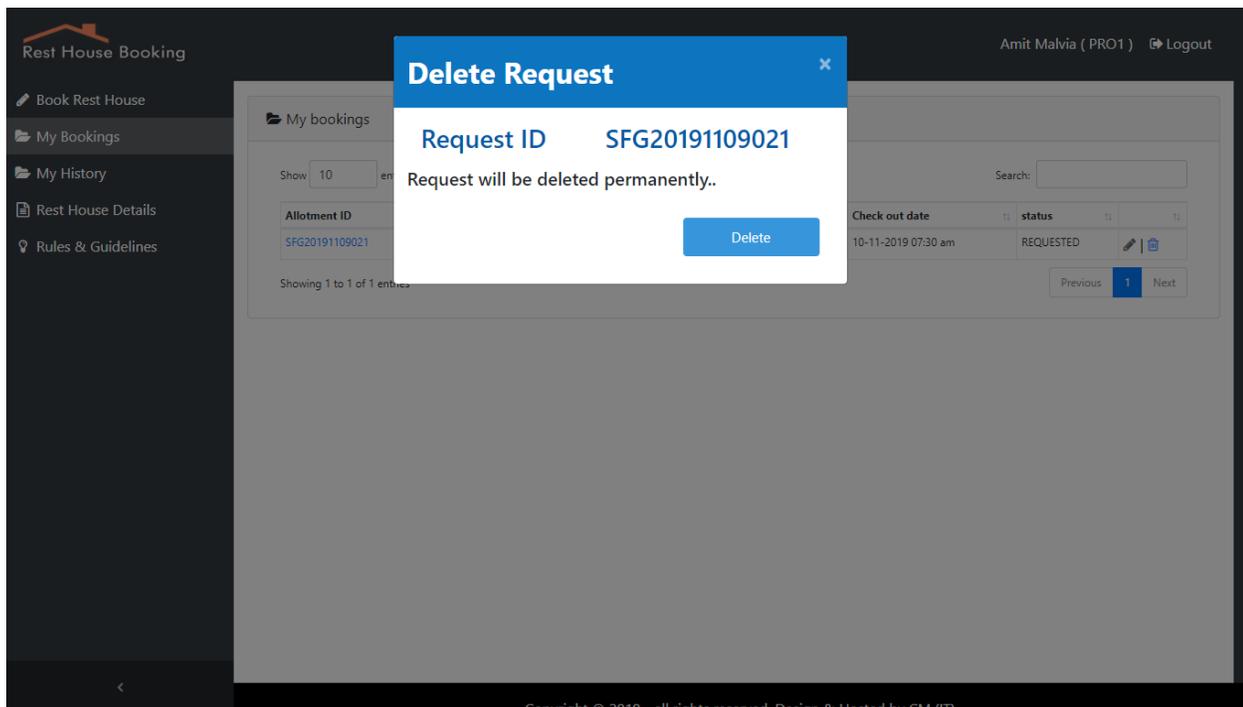
9. User can check the details of booking by clicking on **Allotment ID**:



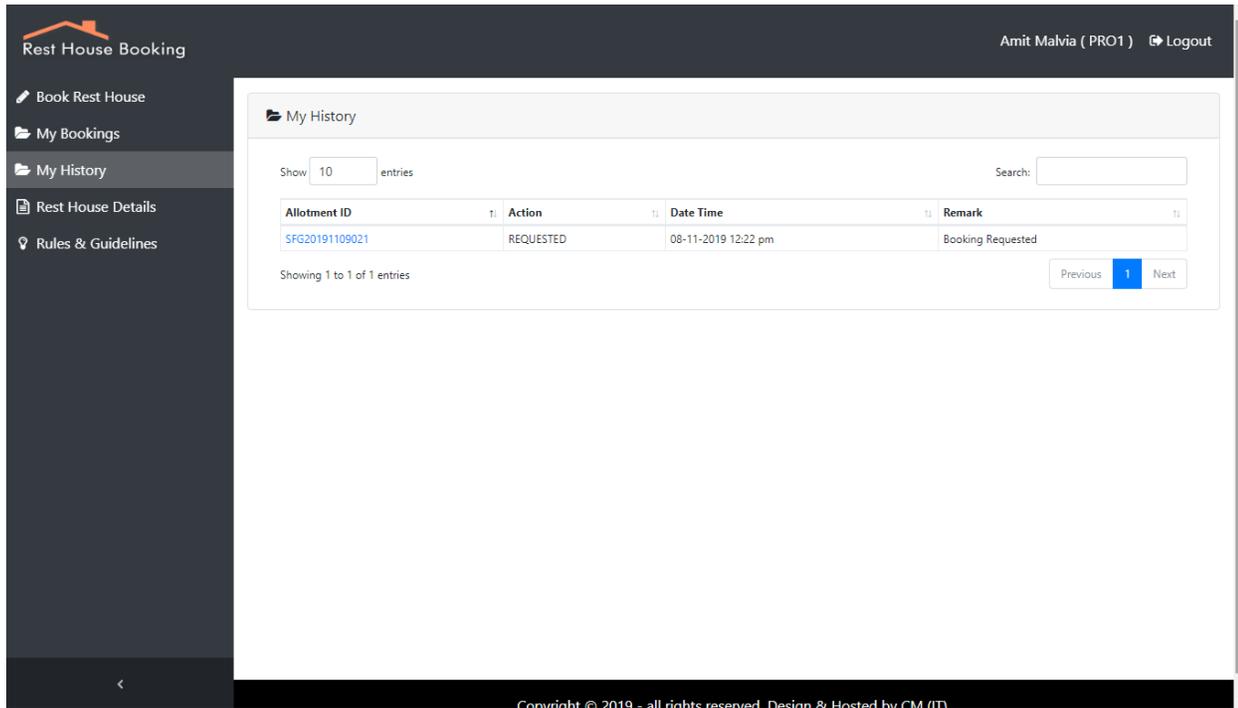
10. User can modify the details of a particular booking by clicking on edit  button of that particular booking (if the room is not allotted).



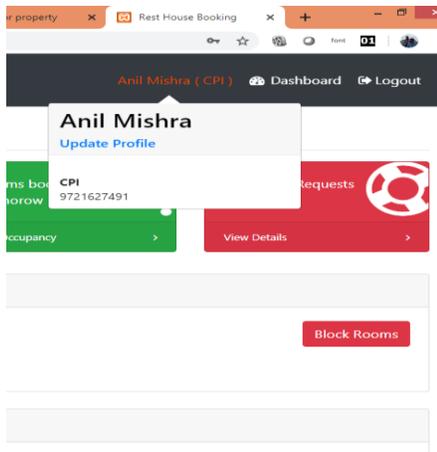
11. To delete any booking (either status is requested or approved), user can click on (delete) button:

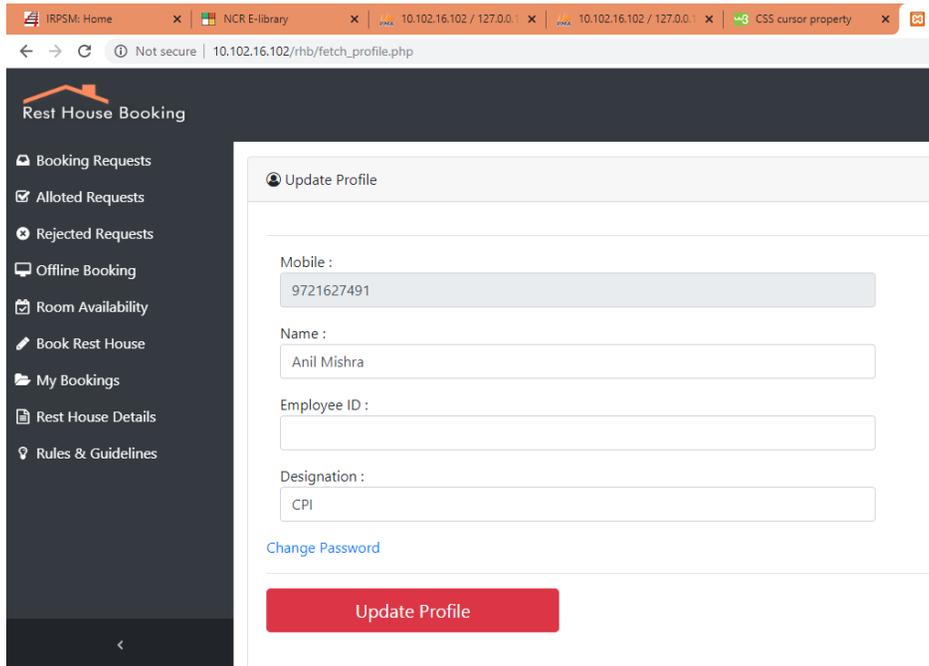


12. User can see all his action history in **My History** tab.



13. User can also update his/her profile and change the password by clicking on name appearing on top right.





14. The rates for occupation of Officer’s Rest House in North Central Railway can be viewed using Rules & Guidelines menu option.

S.N	Description	AC Room charges per day in Rs.			Non AC Room charges per day in Rs		
		Category of Stations (City)					
		A	B	C	A	B	C
1	Officers on duty	NIL	NIL	NIL	NIL	NIL	NIL
2	Officers on leave and family members (As per pass rule)	300	200	100	240	160	80
3	Guest of officers	930	600	480	400	240	160
4	Retired Railway Officers	300	200	100	240	160	80
	Officers on transfer						

For Any Query & Assistance

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For any further query & assistance please contact:

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