



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



**RAILWAY SERVANT'S PASS RULES, 1986 (1993
EDITION) EMBODYING ALL CORRECTION SLIPS
ISSUED UPTO 56, DATED 08.05.2008**

GENERAL PASS RULES

RAILWAY SERVANTS (PASS) RULES, 1986 (1993 EDITION)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following Rules, regulating the issue of passes and Privilege Ticket Orders to Railway servants, for travel by trains namely:-

Pass Rules

1. Short Title, Commencement and Application:

1. These Rules may be called the **Railway Servants (Pass) Rules, 1986.**
2. They shall come into force on the date of their publication in the **Official Gazette.**
3. Except where specifically provided to the contrary they shall apply to all railway servants under the administrative control of the Ministry of Railways (Railway Board) but shall not apply to :-
 - i. an apprentice engaged under the Apprentices Act ;
 - ii. a person in the casual employment or employed on daily wages
 - iii. any person under the administrative control of the Ministry of Railways who by a general or special order is, excluded from the facilities of Pass or a Privilege Ticket Order under these rules.

2. Definitions : In these Rules, unless the context otherwise requires:-

- a. 'adopted child' means a child for whom there is satisfactory proof of adoption irrespective of the fact whether such adoption is permissible or not under the personal law governing the railway servant concerned.
- b. 'attendant' means a person exclusively employed on salary in the personal service of a railway servant.
- c. 'dependent relative' in relation to a railway servant, whose father is not alive, means:-
 - i. mother including a divorced mother;
 - ii. unmarried or widowed sister;
 - iii. brother/step-brother under twenty one years of age provided he resides with and is wholly dependent on the railway servant;
 - iv. invalid brother of any age, and
 - v. brother who has attained the age of twenty one years and is a bonafide student of a recognized educational institution;
 - vi. legally divorced sister.**

- vii. **Widow mother-in-law in case of widows appointed on compassionate grounds, whether her father is alive or not. *****

** Added vide Railway Board's letter No. E(W)98PS5-1/51 dated 13/10/1998 (Advance Correction Slip No. 11)

*** Added vide Railway Board's letter No. Board's letter No. E(W)2001 PS5-1/3 dated 24/09/2001 (Advance Correction Slip No. 37)

Provided that a person shall not be considered to be a dependent relative if his/her income from all sources including pension, dearness relief, etc. exceeds 15% of pay per month of the Railway servant or the amount arrived at by adding Rs. 500 to the dearness relief admissible to the pensioners/family pensioners on pension of Rs. 500 and rounded off to the nearest ten rupee figure, whichever is more.

Provided further that a Pass or Privilege Ticket Order may be issued in favour of dependent relatives mentioned at (iv) and (v) only on production of a certificate from a Railway medical officer or the head of the recognised institution, as the case may be.

{ Revised limit for dependency w.e.f 01.01.2002 vide Railway Board's letter No. E(W)97PS5-1/71 dated 30/05/2003 (RBE 87/2003)}

Provided further that dependent relatives may be included in the Privilege Passes/PTOs given to the railway servants in cases where father is missing for a period of at least 7 years Passes/PTOs can also be given to the sisters in similar circumstances. However, an affidavit as to the period since when the person is missing, duly attested by a Magistrate is necessary.

d. 'family' includes:-

- i. spouse of a railway servant whether earning or not;
- ii. son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant;
- iii. son or sons of the age of 21 and above who are;
 - a. bonafide students of any recognised educational institution;
 - b. engaged in any research work and do not get any scholarship/stipend;
 - c. working as an articled clerk under the Chartered Accountant;
 - d. invalid, on appropriate certificate from Railway Doctor;
- iv. unmarried daughters of any age whether earning or not;

- v. widowed daughters provided they are dependent on the railway servant;
- vi. legally divorced daughter who is dependent on the railway servant;
- e. the term "Guardian" need not necessarily be interpreted in its legal sense. It may mean an adult dependant relative or an adult member of the family; a paid nurse Governess or an attendant. When none of these are available a pass in favour of a Guardian, as admissible under these Rules, may be given to another person at General Manager's discretion.
- f. 'Pass' means an authority given by the Ministry of Railways or any railway administration to a person, authorising him to travel by rail gratuitously;
- g. 'privilege ticket order' (hereinafter referred to as P.T.O.) is an authority issued in favour of a railway servant which may be exchanged for a passenger rail ticket on payment of one third of the normal fare;
- h. 'railway servant' means a person who is a member of a service or who holds a post under the administrative control of Railway Board and includes a person who holds a post in the Railway Board. Persons lent from a service or post which is not under the administrative control of the Railway Board to a service or post which is under such administrative control do not come within the scope of this definition. This term excludes casual labour for whom special orders have been issued.
- i. 'recognised educational institution' for the purpose of these Rules means any school, college, university or institution recognised by the Government for imparting education or training in any discipline - general, technical, professional or military.
- j. 'pay' means the amount drawn monthly by a railway servant as
 - i. basic pay;
 - ii. in the case of Running Staff, basic pay plus 30% thereof or any other percentage of basic pay declared as pay from time to time;
 - iii. any other pay which may be specially classified as pay by the President.
- k.
 - i. "Set" means one Pass or P.T.O for outward and return journeys ;
 - ii. "Half-set" means a Pass or P.T.O issued from one station to another.
- l. 'schedule' means the Schedule appended to these Rules.
- m. 'year' means a Calendar Year.

##Note : For the purpose of issue of Special Pass on medical grounds under Schedule-VII, the term "family" and "dependant relatives" shall be as defined in paras 601(5) and 601(6) respectively of IRMM,2000.

Note added vide Railway Board's letter No. Board's letter No. letter No. E(W)2000 PS5-1/33 dated 20/10/2000 (Advance Correction Slip No. 29)

3. Officer or authority competent to issue and sign a Pass or PTO. - A pass or PTO may be issued by such officer or authority and may be signed by such officer as the Central Government (Ministry, of Railways) may from time to time specify:

Provided that until such authorities or officers are specified, the Pass or PTO shall be signed and issued in accordance with the instructions/orders issued by the Central Government in the Ministry of Railways and in force at the commencement of these Rules.

4. Kinds of Passes :

0. A railway servant or the entitled members of his/her family and dependent relatives as defined in these Rules may be issued the following kind of passes, namely:

- i. duty pass;
- ii. privilege pass including passes while on deputation;
- iii. school pass;
- iv. post-retirement Complimentary pass;
- v. widow pass
- vi. residential card pass; and
- vii. special pass.

1. The Passes specified in clause (i) of sub-rule (1) may be issued in the form of metal pass, a card pass or a cheque pass.

5. Duty Pass :

0. A railway servant may be issued a duty pass for performing journey on duty; and
1. The category of railway servants, the circumstances and the conditions subject to which a duty pass may be issued under sub rule (1) shall be specified in Schedule 1.

6. Privilege Pass :

0. A railway servant may be issued on his/her request a privilege pass or a privilege ticket order in the prescribed format (Annexure A) from one station to another as requested by him/her. Privilege Passes/P.T.Os are admissible for self, family, dependent relatives and adopted child, as defined in these Rules; and

1. The category of railway servants, the circumstances and the conditions under which a pass under sub-rule(1) may be issued shall be as specified in Schedule II.

7. School Pass:

0. A school pass may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognised educational institution; and
1. The category of railway servants whose son or daughter may be issued a pass under sub-rule (1), the circumstances and the conditions subject to which such passes may be issued shall be as specified in Schedule III.

8. Post-retirement Pass:

0. a post-retirement complimentary pass may be issued to a railway servant after retirement or after he ceases to be a railway servant; and
1. The category of railway servants, the circumstances and the conditions subject to which a pass under sub-rule (1) may be issued shall be as specified in Schedule IV.

9. Passes to widows of Railway Employees:

0. Passes may be issued to the widows of railway employees, who were in Railway service on or after 12.3.1987 and expired on or after that date whether after their retirement or during service and had opted for the scheme or were automatically governed under the scheme; and

{widows of Railway employees who were in service before 12.3.87 as well as widows of railway servants who have opted out of the scheme of widow pass have also been made eligible for widow pass, on one time payment of Rs. 250 towards the cost of 2 sets of PTO vide Railway Board's letter No. E(W)95PS5-1/29 dated 24.04.1998 & Board's letter No. E(W)98 PS5-1/55 dated 12.03.2001 (RBE 52/2001)}

1. The circumstances and the conditions subject to which a pass under sub-rule (1) may be issued shall be as specified in Schedule V.

10. Residential Card Pass:

0. A residential card pass may be issued to a railway servant for performing rail journey from the place of residence to the place of his work; and
1. The category of railway servants, the circumstances and the conditions subject to which a pass under sub-rule(1) may be issued shall be as specified in Schedule VI.

11. Special Pass :

0. A special pass may be issued to Railway servants, family members or dependent relatives as the case may be, on -

- a. medical grounds;
- b. sports account;
- c. for attending children camp or scouts camp;
- d. cultural functions; and
- e. on any other occasion which the Ministry of Railways or a Railway Administration deems fit.

1. The circumstances and the conditions subject to which a pass under sub-rule(1) may be issued shall be as specified in Schedule VII.

12. Pass or P.T.O for non-railway servants. - Notwithstanding anything contained in the foregoing rules, a pass or P.T.O. may be issued to a person who is not under the administrative control of the Ministry of Railways or the Railway Administration for such purpose and subject to such terms and conditions as may be specified in the instructions issued by the Central Government (Ministry of Railways) from time to time in this behalf.

13. Loss/ Misuse/ Fraudulent use of Passes & Privilege Ticket Orders. - Instructions given in Annexure 'B' may be followed for dealing with Loss/ Misuse/ Fraudulent use of Passes and P.T.Os.

14. Powers of General Managers to Condon irregularities. - G. Ms. are authorised to consider on merits and condone the irregularities in the cases enumerated in Annexure 'C'. These powers shall not be re-delegated to any lower authority.

15. Income tax/ Monetary value of Passes and Privilege Ticket Orders. - Monetary value of passes and privilege ticket orders is not subject to income tax.

16. Status of Pass Manuals etc.,. - The provisions contained in Pass Manuals issued by the respective Railway or any other provisions on Passes contained in any other Manual/Rules etc. shall be valid provided it is not in contravention with the provisions laid down in these Rules.

17. Powers to Modify etc.,. - Powers to include, modify, amend or delete or relax any of the provisions contained in these Rules shall vest with the Ministry of Railways.

DUTY PASS (SCHEDULE I)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

SCHEDULE I

DUTY PASS

	Category	Kind of Pass to which entitled	Conditions of entitlement

	1	2	3
I.	ON DUTY		
1.	Group 'A' & Group 'B' Officers		
(a)	<p>Chairman and Members of Railway Board including Financial Commissioner for Railways and Officers who are equal in grade and status, Chief Commissioner for Railway Safety and General Managers of Railways, Production Units and other Establishments etc. and all other officers in the scale of Rs. 24,050-26,000 or above who directly report to the Railway Board.</p> <p>[Corrected vide letter No. E(W)97 PS5-1/48 dated 8.11.1999 (RBE 286/1999) ACS No. 19]</p>	'Gold Pass'	<p>Gold Pass holder while travelling with members of his family is entitled to travel in any class over Indian Railways.</p> <p>Note: While travelling with family the holder of a Gold Pass may have (a) not more than two berths in first A.C. class and two berths in A.C. Sleeper/First Class or (b) not more than four berths in A.C. Sleeper/first Class. Permitted to carry a dog in case First A.C./first Class Coupe is allotted exclusively.</p>
(b)	<p>Senior Administrative Grade officers of the Railways and in Railway Board or Heads of the Department of the Railway Administrations.</p>	'Silver Pass'	<p>Entitles the holder to travel on Indian Railways alone in any class, or alongwith his family in any Class other than First A.C. Class, or in First A.C. class on payment of one third difference of fare between First A.C. Class and A.C. Sleeper for his family, subject to reserving a maximum number of four berths.</p>
(c)	<p>All Officers of the Ministry of Railways and Railway Administrations drawing a basic pay of Rs. 14300/- and above in administrative Grade other than those referred in (a) and (b) above.</p> <p>{Corrected vide Railway Board's Letter No. E(W)97 PS5-1/48 dated 6.7.1999 (RBE</p>	'Bronze Pass'	<p>Entitles the holder to travel on Indian Railways alone in any Class or along with his family in any class other than First AC Class or in First AC Class on payment of 1/3rd difference of fare between First AC class and AC Sleeper class for his family, subject to reserving maximum number of four berths. However, for travelling in First AC class, while on duty, the following authority should be issued by the Railway Administration.</p> <p>.....Railway No. Dated</p>

	162/1999) ACS 12}		<p>Not Transferable Shri/Smt. Designation holder of Bronze Pass No. _____ is eligible to travel in First AC Class (Self only) without payment of any additional charge, while travelling on duty.</p> <p>For General Manager Railway</p> <p>This authority should be carried by the officer while travelling on duty. The issuing authority should maintain a register for this purpose wherein issue of each such authority slip should be entered.</p> <p>Note: In the event of loss of the above authority a duplicate authority letter be issued without payment of any penalty. An endorsement that it is "duplicate" be made on the authority letter.</p>
(d)	All Officers of the Ministry of Railways and Railway Administrations in J.A. Grade except those mentioned at (a) to (c) above.	'Bronze Pass'	Entitles the holder to travel on Indian Railways in any Class other than First AC class along with his family, subject to reserving a maximum number of four berths.
(e)	Officers of the Railway Administration other than those referred to in (a), (b) & (c) above.	'Bronze Pass'	Entitles the holder to travel over his Zonal Railway alone or along with his family in any class other than First AC Class, subject to utilisation of maximum number of four berths.
f)	Officers of the Ministry of Railways other than those mentioned in (a) to (d) above whose duties necessitate frequent journey.	Card Pass for First Class 'A'	Entitles the holder to travel in a class other than First AC on Indian Railways alone or along with his family between the stations and for the period mentioned in such pass, subject to utilisation of maximum number of four berths
(g)	All other Officers of the Ministry of Railways and Railway Establishments	Cheque Pass for First Class 'A'	Entitles the holder to travel in a class other than First AC on Indian Railways alone or along with his family between the stations mentioned in such pass, subject to utilization of maximum number of four berths

	<p>Note :- Notwithstanding the above provisions, Card Passes with All India validity, may be issued to below JAG officers/staff with the personal approval of General Manager, on merit of each case. The power may be exercised very rarely and judiciously should not be delegated further.</p> <p>[Note inserted vide ACS No. 39 Issued vide letter No. E(W)2000PS5-1/21 dated 26.09.2002]</p>	
2.	<p>Group 'C' & Group 'D' Officers</p>	<p>a. 'Card Pass' for the same class to which the railway servant is entitled on privilege provided his duties require frequent journey.</p> <p>b. 'Cheque Pass' for the same class to which the railway servant is entitled on privilege account</p> <p>Entitles the railway servant to travel alone between the stations and for the period mentioned in the Card Pass.</p>

II. GENERAL RULES RELATING TO DUTY PASSES

1. **Return Pass for Family :** If a railway servant of Group 'A' or 'B' is required to cut short his tour and/or return to headquarters by air or by some other means of transport leaving behind his family, he may be allowed return journey pass of the same class as on privilege account for his family to enable them to return to the headquarters
2. **The family of a probationer in Group 'A' may be included in the duty pass when accompanying him during the period of probation on his journey to and from different places of training.**
3.
 - a. **A 'Member' of the Railway Board, which term includes the Chairman, Railway Board and the Financial Commissioner of Railways, for the purpose of these rules, shall be entitled when travelling on duty, to be provided with one standard gauge saloon for his exclusive use.**
 - b. **When a Member is travelling in his saloon on a Gold Pass, his family (wife and children but no other dependents) may travel with him in his saloon free of charge.**
 - c. **Any other person excepting bonafide servants travelling with a railway officer in his saloon/Inspection carriage must pay the usual fares to the railway by the purchase of first class tickets and in every bill for travelling allowance in respect of a journey performed in a saloon, the officer concerned should specify the number of such persons who travelled with him and certify that necessary tickets were purchased by them.**
 - d. **The entire cost of haulage of the saloon shall be borne by the Govt. If a railway officer desires additional accommodation for his private staff or luggage, the haulage and other charges for such accommodation shall be met at his expense.**

4. **Provision regarding Cycle/ Motor Cycle on duty : A Bicycle/ Motor Cycle may be permitted in a duty cheque/card/metal pass provided the pass issuing authority is satisfied that the inclusion of a Bicycle /Motor Cycle in a duty pass is justified in the interest of official work.**
5. **Restrictions regarding travel on Nilgiri & Darjeeling Himalayan Railways : Duty passes are not admissible over the Nilgiri Railway during the months of April, May and June, except to Officers of Groups A and B of Railways. Bicycle/Motor Cycle is not permitted in the duty cheque/ card/metal passes over Darjeeling Himalayan Section of Northeast Frontier Railway.**
6. **Group 'A' and 'B' officers are entitled to travel in rail car on Kalka-Simla Section while on duty.**
7. **The following instructions in respect of Duty Card Passes should be followed: -**
 - i. **General duty card passes available for the use of staff as "One Clerk" or "One Inspector" etc. should not be issued.**
 - ii. **Wherever inescapable, duty card pass in the name of a particular person who is required to tour frequently may be issued by name with passport size photographs affixed on the card pass duly stamped.**
 - iii. **Whenever reservation is made on duty card pass, the reservation office should make entry in the card pass. The holder of the pass should also indicate the details of the journeys in the annexure attached to the card pass failing which he would be treated as travelling without valid authority.**
 - iv. **The controlling officer should check the entry in the annexure of the card pass at the time of counter-signing TA bill of the staff concerned and give a certificate in the TA bill that entries have been checked from the card pass.**
 - v. **Ticket checking staff should ensure that the railway employees travelling on Card pass have indicated the detail of the journey in the annexure attached to the card pass.**

Further clarifications for filling up of Journey Details issued vide Railway Board's letter No. E(W)2002PS5-1/10 dated 21/05/2002.

8. **Railway employees travelling on duty are exempt from payment of Supplementary Surcharge levied in certain fast/express trains along with their family members accompanying the officer on duty.**
9. **An attendant in second class is allowed to travel free while accompanying the Railway servant travelling on Metal, First A and First Class Duty Passes.**

Note :

1. **Duty Passes are not admissible during leave other than casual leave taken in continuation of period of duty.**
2. **Metal passes/Duty passes as the case may be, should be surrendered by the employee when proceeding on any kind of leave except CL or on transfer or when he/ she is dismissed or removed or discharged from service.**

Use of metal pass for return journey while of official duty away from headquarters and availing LAP for short period vide Railway Board's letter No. E(W)99PS5-1/10 dated 9.9.2002 (RBE 156/2002)

3. **It Will be the responsibility of the Railway servant to surrender his Metal Pass or duty card pass or to pay the penalty therefor if lost, before demitting the office on superannuation or otherwise. The Railway servant**

must obtain the 'No Objection Certificate' from the Pass Section and submit it to the concerned authorities before his settlement dues are released.

Note 3 inserted vide Railway Board's letter No. E(W)99PS5-1/10 dated 31.5.2000 (RBE No. 104/2000) ACS No. 22.

4. **For travel by cabs of EMU trains on duty, necessary endorsement on Duty Card Passes may be made.**

Travel facilities for Indian Railway Personnel over Konkan Railway on duty vide Railway Board's Letter No. E(W)96 PS5-1/15 dated 9.4.1999 (RBE 73/1999)

III. ENTITLEMENT FOR TRAVEL BY RAJDHANI EXPRESS WHILE ON DUTY

	Category	Conditions of Entitlement
	1	2
1)	Gold Pass holders	First AC Coupe or four berths in 2-AC
2)	Silver Pass holders	One berth in First AC for self and one extra berth for the eligible family member on payment of 1/3rd difference of the fare between 1st AC and 2nd AC of Rajdhani Express Trains OR Two berths in 2-AC or four berths in 3-AC
3)	Metal & First 'A' Pass holders (Pay Rs. 14,300/- & above)	One berth in First AC or two berths in 2-AC or four berths in 3-AC
4)	Metal & First 'A' Pass holders (Pay Rs. 12,000/- & above but less than Rs. 14,300/-)	One berths in 2-AC or two berths in 3-AC
5)	Metal & First 'A' Pass holders (Pay less than Rs. 12000/-)	One berths in 2-AC or two berths in 3-AC
6)	First Class pass holders	One berth in 3-AC

Note : Gold Pass holders are entitled to coupe accommodation even when travelling alone and can also take their family members in the coupe in Rajdhani Express trains.

The Serving officers who were drawing pay of Rs. 4,500 and above in the IVth CPC scales of pay and were entitled to one berth in 1st AC/ 2 berths in 2nd AC / 4 berths in 3 - AC in Rajdhani Express during the period 1.1.1996 to 31.1.1999 will continue to get the same entitlement even if their pay in the revised scale of pay falls short of Rs. 14,300/-

Substituted vide Railway Board's letter No. E(W)93PS 5-1/1, dated 9.1.1995 (RBE 2/95) and further amended vide Railway Board's Letter No. E(W)2000PS 5-1/17 dated 07.09.2000 (RBE No. 158/2002)

IV. ENTITLEMENT FOR TRAVEL BY SHATABDI EXPRESS WHILE ON DUTY

	Category	Conditions of Entitlement
	1	2
1)	Gold Pass holders	Four seats in Executive Class/ Chair Car
2)	Silver Pass holders	Two seats in Executive Class or four seats in Chair Car
3)	Metal & First 'A' Pass holders (Pay Rs.4500/- & above)	Two seats in Executive Class or four seats in Chair Car
4)	Metal & First 'A' Pass holders (Pay Rs. 3.700/- & above but less than Rs. 4,500/-)	Two Seats in AC Chair Car.
5)	Metal & First 'A' Pass holders (Pay less than Rs. 3700/-)	Two Seats in AC Chair Car.
6)	First Class Pass	One Seat in AC Chair Car.

The Serving officers who were drawing pay of Rs. 4,500 and above in the IVth CPC scales of pay and were entitled to two seats in Executive class/Four seats in Chair car in Shatabdi Express during the period 1.1.1996 to 31.1.1999 will continue to get the same entitlement even if their pay in the revised scale of pay falls short of Rs. 14,300/-.

Substituted vide Railway Board's letter No. E(W) 93 PS 5-1/1, dated 9.1.1995 (RBE 2/95) and further amended vide Railway Board's Letter No. E(W)2000PS 5-1/17 dated 07.09.2000 (RBE No. 158/2002)

Entitlement for travel by Jan Shatabdi Express trains on Duty/Privilege/Post-retirement Complimentary Passes vide Railway Board's Letter No. E(W)2000PS5-1/17 dated 31.05.2002 (RBE 74/2002)

V. PASS ON TRANSFER

CHEQUE PASS

Category	Kind of Passes
Group 'A' and 'B'	Cheque Pass for self, family and dependent relatives as defined in Rule 2(c) of these rules for the class of his entitlement on privilege account to the transferred station. For this purpose, father of the Railway servant if residing with and wholly dependent upon the Railway servant may also be included. Administrative Grade Officers drawing a basic pay of Rs.4500/- p.m. or above may, however, travel in First AC Class without payment of difference in fares between First AC Class and AC Sleeper for self only. Break of journey is also permissible provided a suitable endorsement on the pass is made;
Group 'C'	Cheque Pass for self, family and dependents as for Group 'A' and Group 'B' above, for the class of his entitlement on privilege account to the transferred station;
Group 'D'	Cheque pass for self, family and dependents as defined for Group 'C' employees for the class of his entitlement on privilege account to the transferred station.

KIT PASS

Kit Pass for transporting his personal effects on the following scale: -

From the old station to the station where transferred or to any other station not exceeding the distance between old station and the station where transferred on the following scales: -

1. **Officers appointed to Railway service prior to 1.5.1976:**

Group 'A' & 'B'

- a. **Two wagons by goods train, one motor wagon (4 wheeler) and one cattle wagon/horse box;**

OR

One Motor Wagon and Parcel van (8 wheeler) by passenger train and one cattle wagon/horse box;

OR

One Motor Wagon(4 wheeler) and one wagon by goods train and one cattle wagon/horse box to the transferred station and one wagon to any other station or from any other station to the transferred station not exceeding the distance between the old station and the transferred station.

- b. **a pass for carrying a dog.**

Group 'C'

- c. One Wagon by goods train and one motor wagon or horse box or cattle wagon.
- d. A pass for carrying a dog.

Group 'D'

- e. **A Kit pass for carrying 10 quintals of luggage provided that where the competent authority is satisfied that the Railway servant is in possession of more luggage he may be allowed a kit pass for carrying a higher quantity of luggage upto a wagon by goods train.**
- f. **A pass for carrying a dog may also be issued.**

Note : The Group 'A', 'B' & 'C' employees appointed to Railway service prior to 01.05.1976 will, however, be entitled only to 80% of the admissible amount of Composite Transfer Grant and Group 'D' employees will be entitled only to 90% of the admissible amount of Composite Transfer Grant. If Pre 01.05.1976 entrants to Railway service exercise an option for transportation of their personal effects at the same scale and subjects to the same conditions as applicable to post 01.05.1976 entrants, by mode other than VPU, they will be entitled to full amount of Composite transfer Grant

PASS ON PRIVILEGE ACCOUNT (SCHEDULE II)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

PASS ON PRIVILEGE ACCOUNT

I. PASS ON PRIVILEGE ACCOUNT

	Category	Class of Privilege Pass and Privilege Ticket Order admissible	Number of Privilege Pass and Privilege Ticket Order admissible	
			Privilege Pass	Privilege Ticket order
	1	2	3	4
I.	Group 'A' & Group 'B' (Gazetted)	I Class 'A'	6 sets per year	6 sets per year. In case of those Railway employees who had opted/are compulsorily governed under the scheme of widow passes entitlement would be limited to four sets of Privilege Ticket Orders.
2.	Non-Gazetted Group 'B' & Group 'C' employees			
	Appointed prior to 1.8.1969			
(i)	Drawing pay of Rs. 4900/- or above provided the employee are in scale the maximum of which is Rs. 6000/- or above.	I Class	1 Set per year upto the end of 5th year of railway service.	Number of Privilege Ticket Orders same as for Groups A & B
(ii)	Employees other than those covered in items (i) above	II/ Sleeper Class	3 Sets per year after 5 years of Railway Service	
	Appointed on or after 1.8.1969 to [10.11.1987]*.			
(i)	Drawing pay of Rs. 5375/- or above provided they are in a scale the maximum of which is Rs. 7000/- or above.	I Class	1 Set per year upto the end of 5th year of railway service.	Number of Privilege Ticket Orders same as for Groups A & B
(ii)	Employees other than those covered in items (i) above	II/ Sleeper Class	3 Sets per year after 5 years of Railway Service	
	Appointed on or after [10.11.1987]* to 1.2.99			

	(i)	Drawing pay of Rs. 7250/- or above or those who are in scale the minimum of which is Rs. 6500/-.	I Class	1 Set per year upto the end of 5th year of railway service.	Number of Privilege Ticket Orders same as for Groups A & B
	(ii)	Employees other than those covered in items (i) above	II/ Sleeper Class	3 Sets per year after 5 years of Railway Service	
Employees appointed after 01.02.1999					
	(i)	Employees in scale the minimum of which is Rs. 6500/- or above.	I Class	1 Set per year upto the end of 5th year of railway service.	Number of Privilege Ticket Orders same as for Groups A & B
	(ii)	Employees drawing pay of Rs. 7600/- or above	I Class		
	(iii)	Employees in pay scales of Rs. 5000-8000/- and Rs. 5500-9000/- and drawing the pay of Rs. 7250/- or above but less than Rs. 7600/-	IInd Class 'A'	3 Sets per year after 5 years of Railway Service	
	(iv)	Employees other than those covered in items (i), (ii) and (iii) above	II/ Sleeper Class		
3.	Group 'D'		II/ Sleeper Class	1 Set per year upto the end of 5th year of railway service. 3 Sets per year after 5 years of Railway Service	Number of Privilege Ticket Orders same as for Groups A & B

Note : The Railway employees who are entitled to Ist Class passes shall continue to draw Ist Class passes, irrespective of their eligibility in terms of these orders. (ACS No. 12)

Column 1 & 2 Above revised vide Railway Board's letter No. E(W)97PS5-1/62 dated 1.2.1999 (RBE 17/1999) ACS No. 12 and vide letter No. E(W)97PS5-1/62 dated 31.01.2001 (RBE 21/2001)ACS No. 32.

* Date revised vide Railway Board's letter No. E(W)97 PS5-1/30 dated 14.01.2000.

Condition of Entitlement

I. First Class 'A' Privilege Pass entitles the holder to :-

- i. **travel in any class other than First AC Class;**
- ii. **deleted as per railway Board's Letter No. E(W)93 PS 5-1/1 dated 9.1.1995 (RBE 2/95)**
- iii. **carry 140 Kilograms of luggage for each adult member the Pass and half that quantity for each child: but only 70 Kgs. for each adults and half of this quantity for each child on Nilgiri Railways.**
- iv. **to travel in AC sleeper class without payment of any extra fare.**
- v. **to travel in First AC Class on payment of 1/3 of difference between the First AC class fare and AC sleeper class fares, and**

However, in the case of serving Chairman and Members of the Railway Board, they would be entitled to travel alongwith their spouse/or eligible family members on their privilege pass, in First AC of all trains including Rajdhani Expresses and in Executive Class in Shatabdi Expresses, without payment of any difference in fare. This facility will be available even if the Chairman/Members is not travelling with them. Spouses of retired Chairman/Members of the Railway Board travelling alone on their post retirement complimentary passes would also be entitled to the facility of travel in I-AC and Executive Class, without payment of any difference in Fare.

[Authority : Board's letter No. E(W)94PS 5-1/5 dated 25.3.1996 & letter No. E(W)2000 PS5-1/17 dated 7.09.2000 (RBE 158/2000)]

- vi. **carry one 'attendant' in Second Class**

II. First Class Pass entitles the holder to :-

- i. **carry one attendant in Second Class;**
- ii. **travel in any Class other than First AC;**
- iii. **to travel in AC sleeper class without payment of any extra fare;**
- iv. **to travel in First AC class on payment of full difference between First AC sleeper and AC sleeper class fare; and**
- v. **to carry 70 Kg. of luggage for each adult member in the pass and half that quantity for each child.**

III. IInd Class 'A' pass entitles the holder to :-

- i. **travel by AC 3 tier**
- ii. **IInd Class 'A' pass shall be be of yellow colour.**

IInd Class 'A' pass introduced vide Railway Board's letter No. E(W)97PS5-1/62 dated 1.2.1999 (RBE 17/1999) ACS No. 12.

Privilege Ticket Order holder irrespective of whether he belongs to Group A, B, C or D:-

- i. **to travel in the same class as on the privilege pass to which he is entitled as mentioned herein before or in a lower class by paying 1/3 of the fare of the entitled class or the lower class in which he is travelling ,as the case may be. First class PTO holder can however travel in AC sleeper class by paying 1/3 of the fare of AC sleeper class.**

- ii. to carry one attendant in II nd Class in the case of First class 'A' and First Class Privilege Ticket Order by paying 1/3 of the fare of the IInd Class.
- iii. break of journey and distance restrictions as application in the case of ordinary ticket. How ever, a holder of ticket ex changed for a PTO travelling by mail train can break journey enroute without distance restrictions.
- iv. travel in a Class higher then the entitled class on payment of charges for travel in the entitled class against Privilege Ticket order together with difference between, full fare of the class shown in the privilege ticket order and that of the class in which he elects to travel; and
- v. free luggage allowance on the same condition applicable to a holder of an ordinary ticket for the same class in which he elects to travel;

ADVANCE CORRECTION SLIP NO. 12
 THE RAILWAY SERVANTS (PASS) RULES, 1986
 (Second Edition 1993)

(Replace Column No. 1 & 2 under Schedule - II by the following)

Category (1)	Class of Privilege Pass and Privilege Ticket Order admissible (2)
I. Group 'A' & Group 'B' (Gazetted)	I Class 'A'
II. Non-Gazetted Group 'B' & Group 'C' employees	
(a) Appointed prior to 1.8.1969	
(i) Drawing pay of Rs. 5000/- or I Class above provided the employee are in scale the maximum of which is Rs. 6000/- or above.	
(ii) Employees other than those II/ Sleeper Class covered in items (i) above	
(b) Appointed on or after 1.8.1969 to 31.3.1987.	
(i) Drawing pay of Rs. 5375/- or I Class above provided they are in a scale the maximum of which is Rs. 7000/- or above.	
(ii) Employees other than those II/ Sleeper Class covered in items (i) above	
(c) Appointed on or after 01.4.1987 to 1.2.99	
(i) Drawing pay of Rs. 7250/- or I Class above or those who are in scale the minimum of which is Rs. 6500/-.	
(ii) Employees other than those II/ Sleeper Class covered in items (i) above	
(d) Employees appointed after 01.02.1999	
(i) Employees in scale the minimum I Class of which is Rs. 6500/- or above.	

- (ii) Employees drawing pay of Rs. I Class 7600/- or above
- (iii) Employees in pay scales of Rs. IInd Class 'A' 5000-8000/- and Rs. 5500-9000/- and drawing the pay of Rs. 7250/- or above but less than Rs. 7600/-
- (iv) Employees other than those II/ Sleeper Class covered in items (i), (ii) and (iii) above

SCHOOL PASS (SCHEDULE - III)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

SCHEDULE - III

SCHOOL PASS

Category	Conditions of entitlement	Entitlement Facilities
Group A, B, C, & D	i. School Cheque Pass can be issued to each such student son/daughter who is dependent on the railway servant on production of a certificate from the recognised institution where the student is studying and which is away from the headquarters of the Railway servant and does not stay with the railway servant for educational purpose for undertaking journeys specifically listed in this schedule. The certificate should indicate that the son/daughter is a bonafide student of the recognised institution where he/she is studying.	Entitles the holder to avail 3 sets or 6 half-sets in a year and to:- i. Will be issued with the class of pass which the railway servant is entitled as on privilege. However, the children of railway employees studying in Oak Grove School, Jharipani, who are not ordinarily entitled to 1 st Class Passes, may, as a special case, be issued 1 st Class Passes from their homes to Dehradun at the beginning of School Session and back to their homes at the conclusion of the school session. The above provision equally applies for their up and down journey during authorised vacations. On these occasions 1 st Class Passes may also be issued to the escorts (School teachers) for their up and down journeys.
	ii. In cases where both husband and wife are railway servants, the passes shall be allowed against the account of either of the two;	ii. travel from school or college to the railway servant's headquarters to see either parent and back to school or college. This should be in case of recognised vacations of not less than three consecutive days duration (Sunday being included) or closure of institution due to unforeseen circumstances;
	iii. In case of a boy under 18 years and a girl of any age, the parent or guardian may be included in the pass issued; ^^^ {The parent or guardian may also be included	iii. travel from school or college to a

Substituted vide ACS 42 --
[Authority : Railway Board's letter No. E(W)96 PS5-1/30 dated 11.08.2003 (RBE 136/2003)]

- in the School Pass issued to handicapped student sons of railway employees who are 18 years of age and above subject to production of a Medical Certificate from the DMO that such boys are unable to travel alone.}
- iv. A parent including a step-parent or guardian in the same class may be included in a pass outward or inward and he/she may be issued a separate pass for going to bring the student or returning alone after leaving the student at school/college etc. and the passes thus issued shall be treated as part of one half-set of school pass i.e. it will not count as a separate half-set. If the attendant be a guardian he/she will be issued only a II Class Pass;
 - v. School passes are admissible for students including those who are engaged in research work and are not getting any stipend/scholarship, other than on merits/means basis.
 - vi. Students over 21 years of age and doing a rotating internship for one year after passing MBBS are eligible for school passes and are also permitted in the privilege passes/PTOs of their parents even if they are in receipt of a stipend, provided the same forms a part of his/her medical course to be completed before becoming eligible for the award of M.B.B.S Degree.
- iv. to travel to recognised institution for admission and back to head quarters of the railway servant.
 - v. to travel to recognised institution for joining and back to head quarter of the railway servant;
 - vi. to travel to examination Centre for
 - a. Submitting forms of admission and to take up examination and back to headquarters.
 - b. taking examination at place other than the place of school or college;
 - vii. travel to the station where Head master/Principal etc. is staying in case he is required to fill the form etc. as a private candidate in presence of Headmaster etc. and back to the headquarters.
 - viii. travel back to the headquarters of the railway servant when he/she is withdrawn from school/college at the close of the course or for admission at the headquarters of the railway servant;
 - ix. travel on educational tour forming part of the school syllabus.
 - x. carry a bicycle in the pass in addition to free luggage permissible by making endorsement in the school cheque pass.
 - xi. travel upto port of embarkation and back if studying abroad. This would be on production of a certificate or other acceptable evidence that the student son/daughter has got admission in a college or University abroad and that he/she is required to join it by a particular date, or that the student son/daughter is returning after completing studies in a college or University abroad.
- NOTE: (1) For the purpose of these Rules, School/College means School or College both academic and professional, recognised by the State Governments/ Central Governments/Recognised Universities. It includes :-

Note: Student sons/daughters of Railway employees over 21 years of age and studying in

Government Military Educational Institutions Such as National Defence Academy, Khadakvasala and I. M. A. at Dehradun, Armed Forces Administrative College, Coimbatore

degree courses in Homeopathy/Siddha/Unani and Ayurveda of Indian medicine may be treated at par with those undergoing MBBS course and may be extended the same facility of school/privilege pass provided it is certified by each Institution that internship forms a regular part of the syllabus for award of degree in the respective sphere of Indian medicines.

and any educational institute recognised by the the Ministry of Education such as Indian Institute of Management at Ahmedabad/ Banglore/ Calcutta/ Lucknow, National Institute of Training in Industrial Engg., Bombay, etc.

(2) Institutions such as day/night Adult School intended for the spare time education of adult/wage earners are not included in the definition of of School/ College. Nor schools/ colleges imparting part-time/ whole time education in language etc. course including correspondence are included in the definition of school/college.

(3) Break of journey en-route is permissible on school pass if endorsement to this effect is made on the pass.

(4) In cases where a school pass is sought to/ from a place other than the Railway servant's headquarters or the permanent place of residence of the other parent, if it be different, the grant of such pass shall have the approval of the gazetted officer who shall take into account the material facts relating to the request and accord his approval, recording reasons thereof, after he is satisfied that the said change is justified and not made with a view to receive any unintended benefit.

(5) In cases where school pass is sought to/from a place other than the Railway servant's headquarters, where either parent is residing even if temporarily such as during summer vacations, etc. the Pass shall be issued with the approval of gazetted officer who shall satisfy himself about the bonafides of such request, with reference to the passes/PTO's already issued for the parent's journey to such a place.

(6) Issue of School passes will not be affected by the stoppage of privilege passes of an employee on any account including by way of punishment.

(7) Incidents of suspension will not

affect the eligibility of Railway employees to such passes.

(8) In case where the husband and wife are both railway employees each child will be allowed School passes during a particular year only against the husband's account or against the wife's account to ensure that particular child does not get more than the maximum prescribed limit of school passes in a year. The husband and the wife are to submit a joint option in this respect with regard to the child, in duplicate (one copy to each of the respective pass officers) when the pass is asked for the first time during any year

SCHOOL CARD PASSES ### {Substituted vide ACS 41}

Groups A, B, C & D	Will be issued for student son/ daughter of the railway servant to commute between the station of the residence of the railway servant and the station nearest to the school/ college on production of a certificate from the recognized institution where the student is studying. No distance restriction imposing on school card passes subject to where the student is travelling to & back from his/her institute within the same day . However in case of urban sections card pass issue may be restricted to a distance 600km return journey in the same day such restrictions shall be imposed by Railways depending on local circumstances for issue of such passes.	Category	Entitlement/ Facilities
		I. Group 'A' & Group 'B' (Gazetted)	I Class 'A'
		II. Non-Gazetted Group 'B' & Groups 'C' employees	
		a) Appointed prior to 1.8.1969	
		i) Drawing pay of Rs. 4900/- or above provided the employee are in scale the maximum of which is Rs. 6000/- or above.	I Class
		ii) Employees other than those covered in items (i) above	II/ Sleeper Class
		b) Appointed on or after 1.8.1969 to 10.11.1987	
		(i) Drawing pay of Rs. 5375/- or above provided they are in a scale the maximum of which is Rs.	I Class

Ammended vide railway board's letter No. E(W)2006 PS 5-1/28 dated 08.5.2008

- 7000/- or above.
- (ii) Employees other than those covered in items (i) above II/ Sleeper Class
- c) Appointed on or after 10.11.1987 to 1.2.99
- (i) Drawing pay of Rs. 7250/- or above or those who are in scale the minimum of which is Rs. 6500/- I Class
- (ii) Employees other than those covered in items (i) above II/ Sleeper Class
- d) Employees appointed after 01.02.1999
- (i) Employees in scale the minimum of which is Rs. 6500/- or above. I Class
- (ii) Employees drawing pay of Rs. 7600/- or above I Class
- (iii) Employees in pay scales of 'A' Rs. 5000-8000/- and Rs. 5500-9000/- and drawing the pay of Rs. 7250/- or above but less than Rs. 7600/- IIInd Class
- (iv) Employees other than those covered in items (i), (ii) and (iii) above II/ Sleeper Class
- III. Group 'D' II/ Sleeper Class

Substituted vide Railway Board's Letter No. E(W)97 PS5-1/62-A dated 7.04.2000 (RBE No. 63/2000) ACS No. 21

School Passes allowed by Rajdhani express vide Railway Board's letter No. E(W)96 PS5-1/27 dated 12.08.2000 (RBE 97/2000).

School Passes for IGNOU & Computer Courses vide Board's Letter No. E(W)96 PS 5-1/30 dated 13.11.2000 (RBE 196/2000).

ACS 41 ----Column No. 3 Substituted vide Railway Board's Letter No. E(W)97 PS5-1/62-A dated 8.7.2003 (RBE 119/2003)

&&& ACS 42 --- Column No. 3 Substituted vide Railway Board's Letter No. E(W)96 PS5-1/30 dated 11.08.2003 (RBE 136/2003).

^^^ACS No. 45 --- Item II under Column Amended Railway Board's Letter No. E(W)96 PS5-1/30 dated 16.04.2004 (RBE 81/2004)

ADVANCE CORRECTION SLIP NO. 21
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

I. Schedule -III (School Pass)

Replace Column No. 3 against School Card Passes as under :-

- i. **In the case of Gazetted Group 'A' or Group 'B' railway employees their student sons/daughters may be issued with First Class 'A' School Card Pass.**
- ii. **In case of Non-Gazetted Group 'B' & 'C' railway employees appointed prior to 1.4.1987 whose pay is Rs. 6,700 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- iii. **In case of Group 'C' and Group 'D' railway employees appointed prior to 1.4.1987 whose pay is less than Rs. 6,700 their student sons/daughters may be issued with second Class/ Sleeper Class School Card Pass.**
- iv. **In case of Group 'C' railway employees appointed during 1.4.1987 to 1.2.1999 whose pay is Rs. 7,250 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- v. **In case of Group 'C' and Group 'D' railway employees appointed on or after 1.4.1987, whose pay is less than Rs. 7,250 their student sons/daughters may be issued with Second Class/ Sleeper Class School Card Pass.**
- vi. **In case of Group 'C' and Group 'D' railway employees appointed after 1.2.1999, whose pay is Rs. 7,600 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- vii. **In case of Group 'C' and Group 'D' railway employees appointed after 1.2.1999, whose pay is less than Rs. 7,600 their student sons/daughters may be issued with Second Class/ Sleeper Class School Card Pass.**

- vii. In non-suburban sections, however, the normal class of entitlement as on privilege account would be admissible. No distance restriction imposing on any type of School card passes.

[Authority : Board's Letter No. E(W)97 PS5-1/62-A dated 30.03.2000]

Amended vide Railway Board's letter No. E(2002)PS5-8/5 dated 20.01.2005 (RBE 11/2005).

POST RETIREMENT COMPLIMENTARY PASS (SCHEDULE - IV)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

SCHEDULE - IV

POST RETIREMENT COMPLIMENTARY PASS

Category	Number of passes admissible in one year
Group A & B	
(a) With Railway service of 20 years or more but less than 25 years.	2 Sets
(b) With minimum Railway service of 25 years	3 Sets
Group C	
(a) With Railway service of 20 or more but less than 25 years.	1 Set
(b) With minimum Railway service of 25 years	2 set
[Group D]*	
(a) With minimum Railway service of 20 years (ACS 35 vide E(W)95 PS5-8/1, dated 27.3.1996)	1 Set Every year
Note: A benefit of additional 5 years service for post-retirement complimentary passes may be allowed to those medically decategorised /unfit Railway servants who retire either by refusing to accept the alternative post or the alternative post being not available.	

Conditions for issue of post-retirement complimentary pass

- i. Post-retirement complimentary Passes are issued to Railway servants for self, wife/husband, children and [widowed dependent mother (E(W)95PS5-1/6 dated 16.2.1996 (RBE 13/1996))] only subject to the same conditions as applicable to railway servants in service.
- ii. Subject to the conditions stipulated in (iii) below, a retired Railway servant will be eligible to the same class of Post-retirement Complimentary pass, as he was enjoying at the time of service.
- iii. Retired Railway servant who was officiating in the higher grade at the time of quitting service shall be granted post-retirement complimentary passes of the number appropriate to the post held by him in the substantive

capacity. However the full benefit of post-retirement complimentary passes corresponding to the higher post as to their number and class may be given to those Railway employees-

- a. **{who have been promoted to higher grade on regular basis and retires from the higher grade.}****

**substituted vide Board's letter No. E(W)95PS5-1/11 dated 31.5.1995 (RBE 51/1995)

- b. **where the promotion in the higher grade is on ad-hoc basis after working for a minimum of 3 years in the higher grade; or**
- c. **Where service after regular promotion falls short of 2 years but the total regular service added to adhoc service in the higher grade is 3 years or more the full benefit of post-retirement complimentary passes as to their number and class may be given.**

iv.

- a. **Post Retirement Complimentary Passes shall not be issued to those Railway servants who are dismissed from service.**
- b. **Post Retirement Complimentary Passes shall also not be issued to those Railway servants who are removed from service on or after 26.10.2005.**
- c. **Post Retirement Complimentary Pass shall not be issued to those retired railway servants on whom the penalty of cent percent cut in pension and gratuity has been imposed on or after 20.1.05.**
- d. **Post Retirement Complimentary Passes shall be issued to those railway servants who are dismissed or removed from service on or after 26.10.2005 but are granted compassionate allowance in terms of Rule 65 of Railway Services (Pension) Rules, 1993. Post Retirement Complimentary Passes shall be issued to such dismissed/ removed railway servants from the date of grant of compassionate allowance.**

(Authority: Railway Board's letter No. E(W)2002PS5-8/5 dated 26.10.2005)

Replaced vide Railway Board's letter No. E(W)2002PS5-8/5 dated 26.10.2005 (RBE 180/2005).

Post retirement complimentary passes shall not be issued to those Railway Servants who are dismissed from service and to those retired railway servants whose Whole of gratuity and pension has been withheld permanently as a result of D&A proceedings.

Post retirement complimentary passes shall not be issued to those Railway servants who are dismissed from service.

Amended vide Railway Board's letter No. E(W)2002PS5-8/5 dated 20.01.2005 (RBE 11/2005)

- v. **In the year in which the Railway servant retires from service he is entitled to that number of single journey Post-retirement complimentary passes which represents the difference between the number of privilege passes he is normally entitled to in a calendar year while in service and the number actually availed by him, provided the total number of Post-retirement**

complimentary passes applied for after the date of retirement does not exceed the number of post-retirement complimentary passes for which he is entitled in a calendar year.

- vi. In cases where both husband or wife are retired Railway servants, they may avail the complimentary passes on each other's account.
- vii. When a retired Railway servant himself or a member of his family eligible for inclusion in post-retirement complimentary pass is blind in both eyes, and travels alone, one attendant may be allowed to travel in the same class in which the blind person is travelling duly including the attendant in the complimentary pass, on production of a certificate from Medical Officer of the Railway concerned to the effect that the person concerned is blind in both the eyes.
- viii. A benefit of 5 years service on voluntary retirement is granted towards the qualifying service for the grant of post-retirement complimentary passes on the same conditions as are laid down in Board's letter No. E(P&A)I 77 RT-46 dated 9.11.77.
- ix. Members of the Railway Board including Chairman and Financial Commissioner can travel by Rajdhani Expresses on certain conditions as given in item (xxxii) of Schedule II for serving Board Members.
- x. In the case of Railway employees governed by the Pension Rules, the breaks in service which are condoned for the purpose of pension and death-cum-retirement gratuity may be condoned for the purpose of post-retirement complimentary passes and service preceding the break counted for the purpose of post-retirement complimentary passes. Likewise breaks in service which are condoned for Special contribution to PF for non-pensionable employees may be taken as condoned for post-retirement passes.
- xii. Periods of service in non-railway departments or establishments rendered prior to joining railway service will not, however, count under any circumstances.

Period of service rendered by employees in non-railway departments or establishment's prior joining railway service will not count except where such non-railway service has been counted along with railway service for pensionary benefits. In respect of railway servants whose past non-railway service has been counted along with railway service for pensionary benefits, a weightage equivalent to half of such non-railway service will be taken into account for the purpose of making good the shortfall in the minimum required 20 years of railway service in order that they become eligible for post retirement complimentary passes shall be as admissible on completion of minimum required twenty(20) years of railway service only. (No. E(W)2006 PS 5-1/28 dated 08.5.2008)

- xii. Passes to retired employees are not admissible over the Nilgiri Railway during the months of April, May and June.
- xiii. Misuse of a post-retirement pass renders the retired Railway servant renders the retired Railway servant liable to be deprived of the privilege of getting such passes.
- xiv. All First 'A'/First Class complimentary Pass Holders are entitled to take one attendant free with them in Second Class/Sleeper Class (clarified vide No. E(W)97PS5-1/4 dated 29.5.1997) subject to the conditions stipulated for privilege passes.

Senior Citizen I/ I 'A' pass holders can carry a companion in lieu of attendant subject to following conditions:

- i. **The facility of a Companion will be provided only on the post-retirement complimentary Ist and I 'A' Passes in which there is already a provision to carry an Attendant as per the Railway Servants (Pass) Rules, 1986.**
- ii. **The facility of a Companion will be allowed only to retired railway servants who are above the age of 65 years.**
- iii. **The facility of a Companion in lieu of attendant will be permitted only when the pass holder and/or eligible members of family above the age of 65 years will be travelling along with the Companion in Sleeper class / II class. ###{ The senior citizens are also allowed to take a companion along with them in higher class on payment of full difference of fare between sleeper class/ II class and the class in which the retired railway employee travels.} ACS No. 44. In other words, if any other eligible members of the family below the age of 65 years is included in the pass, then the facility of travel in Sleeper Class /II class with a Companion will not be permitted.**

(Authority: Board's letter No. E(W) 96PS5-812 dt. 17.2.2004)

Accordingly, senior citizen railway employees will have the option either to carry an "Attendant" in Sleeper class/ Ii Class while they themselves are travelling in I class/ AC 2-tier or carry a "Companion" in Sleeper class/ II class in lieu of an Attendant if the pass holder themselves travel in Sleeper class/ II class. In case a Companion is provided, the pass issuing authorities shall take a specific request for the same and also mention the ages of the persons included in the pass, and the following endorsement shall be made on the pass:

{ "Companion in lieu of Attendant is permitted only when the pass holder and/or other family member of more than 65 years of age is/are travelling in Sleeper Class/II Class or in higher class on payment of difference of fare between SL/II class and the class in which the retired railway employee travels}***

{The facility of companion in lieu of attendant may, however, be permitted when the pass holder and/or eligible members of family above the age of 65 years are travelling alongwith the mentally retarded and/or physically disabled son or daughter of the retired railway employee, who is eligible to be included in the Post Retirement Complimentary Pass as per rules.}^^^

** ACS No. 11 Provision for the companion inserted vide Board's letter No. E(W)96 PS5-8/2 dated 5.1.1999 (RBE No. 3/1999)

*** ACS No. 30 Endorsement revised vide Railway Board's Letter No. E(W)96PS5-8/2, dated 19.1.2001 (RBE 14/2001).

ACS No. 44 Modified vide Advance Correction Slip No. 44 issued under Railway Boards letter No. E(W)96PS5-8/2 dated 17.2.2004 (RBE 33/2004).

^^^ ACS No. 45 Added vide Railway Board's letter No. E(W)96PS5-8/2 dated 12.7.2004 (RBE 148/2004).

- xv. **A child adopted after retirement/ superannuation, as the case may be, may be included in the post-retirement complimentary passes provided**

there is a satisfactory proof of adoption irrespective of the fact whether adoption is permissible or not under the Personal Law governing retired railway servant.

- xvi. **Post-retirement complimentary passes, when requested by the Retired railway employee to be sent by post, should be despatched by Registered Post at the Railway's cost.**
- xvii. **Period of apprenticeship that does not count towards pension will not be taken into consideration for the purpose of grant of post-retirement complimentary passes.**
- xviii. **Pass Issuing Authority shall satisfy himself about the identity of the retired Railway employee before issuing the Post retirement complimentary pass.**
- xix. **Railway administration shall issue an identity card bearing the photographs of superannuated/ retired railway employee and the family members eligible for inclusion in the post retirement passes. Such retired railway employees travelling on post retirement complimentary passes will have to carry the identity card to enable railway staff on duty to verify the identity of all those travelling on such passes.**
- xx. **{One set of post-retirement complimentary pass shall be disallowed for every month of unauthorised retention of railway quarters by the retired officers/staff. For this purpose, a part of month exceeding 10 days in any calendar month shall be taken as full month. A show cause notice to this effect may be issued to the concerned retired employee before disallowing the complimentary passes. The concerned retired employee shall be allowed the Post-retirement Complimentary passes after the period during which forfeited passes could have been admissible is over.}** ACS. No. 18.**

** Inserted vide Railway Board's letter No. E(W)99 PS5-1/41 dated 3.11.1999

Inclusion of escort in the post-retirement Complimentary Passes issued to physically handicapped Retired Railway employees (Railway Board's Letter No. E(W)93PS5-1/10 dated 16.12.1993 (RBE 182/1993);

- i. **In the case of those Retired Railway employees, who are eligible for three sets of First A post-retirement Complimentary Passes, may be allowed an option either to avail of the passes as per their entitlement or avail two sets alongwith an escort in the same class, in each of the two sets of the passes by surrendering the remaining one set;**
- ii. **In the case of those Retired Railway employees, who are eligible for 2 sets of First A post-retirement Complimentary Passes, an option may be given either to avail of the passes as per their entitlement or avail one set alongwith an escort in the same class by surrendering the remaining one set;**
- iii. **In respect of those Retired Railway employees, who are eligible for 2 sets of First Class post-retirement Complimentary Passes, an option may be given either to avail of the passes as per their entitlement or avail one set alongwith an escort in the same class by surrendering the remaining one set;**
- iv. **In respect of those Retired Railway employees, who are eligible for one set of First Class post-retirement Complimentary Pass, the facility of an escort in the same class may be allowed on the single set of pass;**

- v. In respect of those Retired Railway employees, who are eligible for **Second Class / Sleeper Class (clarified vide No. E(W)97PS5-1/4 dated 29.5.1997)** post-retirement Complimentary Passes, one set of higher class of pass but not higher than 1st Class, with an escort in the same class, may be allowed in lieu of the total entitlement of post-retirement Complimentary Passes.

Provided further that the facility of an escort would be allowed only on the recommendation of a Senior D.M.O. and where the employee has no family member. The facility of an attendant which is allowed on First Class Pass will, however, not be allowed. The other conditions stipulated in Railway Board's letters No. E(W) 82PS5-1 dated 5.9.83 applicable to serving physically handicapped employees will equally apply in the case of Retired physically handicapped Railway employees as well.]

Entitlement to travel on Rajdhani/ Shatabdi Express trains vide Railway Board's letter No. E(W)2000 PS5-1/17 dated 7.9.2000 (RBE 158/2000) and further clarified vide letter No. E(W)2000 PS5-1/17 dated 13.10.2000 (RBE 179/2000)

Other facilities

- i. A retired Railway servant may be issued, on his/her request, one set of complimentary pass 60 days in advance of the current calendar year from the date of issue, for journeys commencing in the next year duly debiting such issue of complimentary pass in the next year's account. The validity of the Pass will be for 3/4 months, as the case may be, from the date of issue. [substituted vide ACS 34 E(W)2000 PS5-1/35, dated 19.4.2001]
- ii. A retired Railway servant, if he so, desires, can obtain his post-retirement complimentary passes from an office of his choice authorised to issue such passes irrespective of the Railway or office from where he had retired. The Railway thus opted by the retired railway servant will be recorded in his service records and that railway will be supplied with all the essential details including specimen signature of the retired railway servant, date of birth of his children and permanent residential address. The railway thus opted will prepare and maintain pass index cards of the retired-railway servant.
- iii. the retired railway servant can change the option and elect another railway, should it be necessary for him to do so on account of his having changed the place of residence.
- iv. The Gazetted officers who are holding independent charge may be authorised to issue post retirement complimentary passes to retired railway employee permissible under the normal rules on receipt of requests after verifying their entitlement from the Office from which they had retired. It is not necessary that such transfer of pass account should be routed through the General Managers/Divisional Railway Managers.
- v. [Sr. Subordinates in Grade Rs. 5000-8000 and above and who are in direct independent charge of the establishment may issue/sign post retirement complimentary passes to retired employees other than 1A pass holders. {E(W)95PS5-1/17 dated 30.6.1999} (RBE 155/1999)]

Scheme made permanent vide Railway Board's letter No. E(W)95PS5-1/17 dated 30.01.2002 (RBE 12/2002).

WIDOW PASS (SCHEDULE - V)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

SCHEDULE - V

WIDOW PASS

1. Category.

1. Widows of those Railway servants who were in service on 12.3.87 and opted for the scheme of Widow Pass or widows of those Railway servants who joined service on or after 12.3.87 and are compulsorily governed under the scheme of Widow Pass are eligible for Widow Passes. In such cases of Railway employees who have opted for the scheme of Widow Pass or those who are compulsorily governed under this scheme, shall be eligible for 4 sets of PTOs in a calendar year while in service.
2. Widows of Railway Servants who were in service prior to 12.3.1987 will be eligible to be admitted to the scheme of 'Widow Pass' scheme on a one-time payment of Rs. 250. {Inserted vide ACS No. 7}
3. The Railway Servants who get permanently absorbed in public sector undertakings, autonomous bodies prior to 12.3.1987 and were in receipt of post-retirement complimentary passes, their widow will also be admitted to the scheme of 'Widow Pass' scheme on a one-time payment of Rs. 250. {Inserted vide ACS No. 16}
4. Widows of Railway servants who had opted out of the scheme of Widow Pass will also be eligible to be admitted to the scheme of Widow Pass on a one-time payment of Rs. 250. {Inserted vide ACS No. 33}

2. No. of Passes Admissible in a year, - Half the number of Post retirement Complimentary Passes that the Railway servant was either receiving at the time of his demise after retirement or in case of death in service would be notionally eligible to receive by reckoning the date of death as the date of retirement provided that:

- a. The widow(s) of a Group 'D' Railway employee entitled (or notionally entitled) to one set of Post-retirement Complimentary pass every alternate year, shall be entitled to one set of Complimentary Pass every alternate year.
- b. The widow(s) of any Railway employee, who dies while in service, shall be entitled to a minimum of one set of Pass every alternate year. Thus, she will be eligible to one set of Pass in two years, even if the service of the employee before death falls short of the requisite service prescribed for entitlement for Post-retirement Complimentary Passes

Note:

3. Widows/their dependents who are eligible for such Passes should be issued Family Identity Card by the Railway Administration and the same should be carried by them during their journey.

4. In case there is more than one widow the passes for widows shall be given by rotation in a specified year

3. Other Facilities

- . The class of Pass would be same as is admissible to the Railway employees on retirement or what would be admissible notionally if the date of death is reckoned as the date of retirement.

- i. other terms and conditions would be the same as are applicable to Privilege Passes except that:

- a. {Dependent relatives are not entitled to be included in such Passes. However, dependant widow mother of the deceased Railway employee may be included in the Widow Pass as family member of the widow} Replaced vide Board's Letter No. E(W)96 PS5-8/2 dated 24/7/2000 (RBE 142/2000) ACS No. 26;
- b. Widow will not be entitled to this facility if she becomes otherwise entitled to the Pass facility due to her son's employment in Railways or on her own employment on the Railways or on her re-marriage **{However the widow may exercise an option either to avail of pass facility as a dependant widow mother by getting her name included in the privilege pass drawn by her son/daughter or she may draw pass(es) as per her entitlement under the 'widow pass' scheme. Option once exercised shall be final and irreversible. }

** Inserted vide Railway Board's letter No. E(W)95 PS5-1/29 dated 21/12/1999 (RBE 312/1999) ACS No. 20.

{Widows who are appointed on compassionate grounds may be given an option to be exercised at the time of appointment Whether they would like to avail of the pass facilities as a Railway servant or would like to continue the entitlement under the Widow Pass scheme Option once exercised shall be final.

At the time of retirement/ quitting Railway service, a similar option may be given to such Widows either to be governed by the Widow Pass Scheme or to be governed by the Postretirement Complimentary Pass Scheme in her capacity as a retired Railway servant and in accordance With her status. Such option once exercised shall be final.}

###Inserted vide Advance Correction Slip No. 40 issued under Railway Board's letter No. E(W)95PS5-1/29 dated 13.06.2003 (RBE 98/2003).

- c. "Senior Citizen 1st/1st 'A' Widow Pass holders can carry a Companion in lieu of an Attendant subject to the following conditions -
 - i. The facility of a Companion will be provided only on the 1st Class /1st 'A' Widow Passes in which there is already a provision to carry an Attendant as per the Railway Servants (Pass) Rules, 1986.
 - ii. The facility of a Companion will be allowed only to Widow Pass holders who are above the age of 65 years.
 - iii. The facility of a Companion in lieu of attendant will be permitted only when the pass holder and/or eligible

members of family above the age of 65 years will be travelling along with the Companion in Sleeper / 2nd Class. In other words, if any other eligible members of the family below the age of 65 years is included in the pass, then the facility of travel in Sleeper /2nd Class with a Companion will not be permitted.

Accordingly, Senior Citizen 1st Class/ 1st Class 'A' Widow Pass holders will have the option either to carry an "Attendant" in Sleeper/2nd Class while they themselves are travelling in 1st Class/ AC 2-tier or carry a "Companion" in Sleeper/2nd Class in lieu of an "Attendant" if the pass holder themselves travel in Sleeper/ 2nd Class. In case a Companion is preferred to an attendant, the pass issuing authorities shall obtain a specific request for the same from the Widow Pass holder and mention the ages of the persons not less than 65 years to be included in the pass and the following endorsement shall be made on the pass:

" Companion in lieu of Attendant permitted when the Pass Holder travel in Sleeper Class/2nd Class."

{The above facility inserted vide Railway board's letter No. E(W)96 PS5-8/2 dated 24.7.2000 (RBE 142/2000) ACS No. 26}

"Companion in lieu of Attendant is permitted only when the pass holder and/or other family member of more than 65 years of age is/are travelling in Sleeper Class/II Class."

{Endorsement replaced vide Railway Board's letter No. E(W)96PS5-8/2, dated 19.1.2001 (RBE No. 14/2001) ACS No. 30]

4. Condition for issue of Widow Passes

- . This scheme will not apply to Railway servants who have retired or expired before 12.3.1987**

** Cut off date removed vide Railway Board's letter No. E(W)95PS 5-1/29 dated 24/4/1998 (RBE 83/1998) ACS No. 7.

- i. This scheme will also not apply to Casual Labour unless they are absorbed against regular posts. Till the Casual Labour are so absorbed, they will continue to get 6 sets of PTOs in a year otherwise admissible to them instead of 4 sets of PTOs admissible to others who opt for the scheme of Widow Passes.**

- ii. The facility of passes to available to the widow to the widow of a male Railway employee shall be available to the widower of a female railway employee. {Inserted vide ACS 6.}**

Entitlement to travel in Rajdhani/Shatabdi on widow pass vide Railway Board's letter No. E(W)95 PS5-1/33 dated 6.1.2000 (RBE 4/2000).

Children born on void marriage marriage are not eligible in the widow pass E(W)99PS5-1/29 dated 13.9.2002 (RBE 162/2002)

ADVANCE CORRECTION SLIP NO. 6
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

"Item No. iii - The facility of passes to available to the widow to the widow of a male Railway employee shall be available to the widower of a female railway employee."

[Authority Railway Board's letter No. E(W)97PS 5-8/3 dated 31.3.1998]

ADVANCE CORRECTION SLIP NO. 7
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Add the following as Paragraph No. 2 in col. 1 of Schedule V :-

" Widows of Railway servants who were in service prior to 12.3.1987 will be eligible to be admitted to the scheme of Widow Pass on a one time payment of Rs. 250.

Note :- The payment may be accepted in cash by the Divisional Cashier or by way of a Demand Draft in favour of the F.A.&C.A.O. of the Railway from where the widow wishes to draw the pass."

[Authority Railway Board's letter No. E(W)95PS 5-1/29 dated 24/4/1998 (RBE 83/1998)]

ADVANCE CORRECTION SLIP NO. 16
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Add the following as paragraph No. 3 in column 1 of Schedule V :-

" The Railway Servants who get permanently absorbed in public sector undertakings, autonomous bodies prior to 12.3.1987 and were in receipt of post-retirement complimentary passes, their widow will also be admitted to the scheme of 'Widow Pass' scheme on a one-time payment of Rs. 250."

[Authority Railway Board's letter No. E(W)95PS 5-1/29 dated 6/8/1999 (RBE 197/99)]

ADVANCE CORRECTION SLIP NO. 20
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Add the following under item (ii) (b), Column (3) of Schedule V, after the word 're-marriage' :-

" However the widow may exercise an option either to avail of pass facility as a dependant widow mother by getting her name included in the privilege pass drawn by her son/daughter or she may draw pass(es) as per her entitlement under the 'widow pass' scheme. Option once exercised shall be final and irreversible."

[Authority Railway Board's letter No. E(W)95 PS5-1/29 dated 21/12/1999 (RBE 312/1999)]

ADVANCE CORRECTION SLIP NO. 26
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

I. Replace item (ii) (a) under Column 3 of Schedule -V (Widow Pass) with the following :-

(ii) (a) Dependent relatives are not entitled to be included in such Passes. However, dependant widow mother of the deceased Railway employee may be included in the Widow Pass as family member of the widow.

II. Add the following under Column (3) below item (b) in Schedule V (Widow Pass) :-

(c) "Senior Citizen 1st/1st 'A' Widow Pass holders can carry a Companion in lieu of an Attendant subject to the following conditions -

- i. The facility of a Companion will be provided only on the 1st Class /1st 'A' Widow Passes in which there is already a provision to carry an Attendant as per the Railway Servants (Pass) Rules, 1986.**
- ii. The facility of a Companion will be allowed only to Widow Pass holders who are above the age of 65 years.**
- iii. The facility of a Companion in lieu of attendant will be permitted only when the pass holder and/or eligible members of family above the age of 65 years will be travelling along with the Companion in Sleeper / 2nd Class. In other words, if any other eligible members of the family below the age of 65 years is included in the pass, then the facility of travel in Sleeper /2nd Class with a Companion will not be permitted.**

Accordingly, Senior Citizen 1st Class/ 1st Class 'A' Widow Pass holders will have the option either to carry an "Attendant" in Sleeper/2nd Class while they themselves are travelling in 1st Class/ AC 2-tier or carry a "Companion" in Sleeper/2nd Class in lieu of an "Attendant" if the pass holder themselves travel in Sleeper/ 2nd Class. In case a Companion is preferred to an attendant, the pass issuing authorities shall obtain a specific request for the same from the Widow Pass holder and mention the ages of the persons not less than 65 years to be included in the pass and the following endorsement shall be made on the pass:

" Companion in lieu of Attendant permitted when the Pass Holder travel in Sleeper Class/2nd Class."

[Authority: Board's letter No. E(W)96PS5-8/2 dated 24.7.2000 (RBE 142/2000)]

ADVANCE CORRECTION SLIP NO. 30
THE RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition 1993)

The endorsement to be made on the post retirement complimentary pass issued to those senior citizen retired Railway employees (ACS No. 11) and to those widows who are above 65 years of age (ACS No. 26) who are desirous of taking a Companion in SL/ II Class, while the pass holder travels in SL/II Class may be replaced as under:

"Companion in lieu of Attendant is permitted only when the pass holder and/or other family member of more than 65 years of age is/are travelling in Sleeper Class/II Class."

[Authority: Board's letter No. E(W)96PS5-8/2, dated 19.1.2001 (RBE No. 14/2001)]

ADVANCE CORRECTION SLIP NO. 33
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Add the following as paragraph No. 3 in column 1 of Schedule V:

"Widows of Railway servants who had opted out of the scheme of Widow Pass will also be eligible to be admitted to the scheme of Widow Pass on a one-time payment of Rs. 250."

[Authority: Board's letter No. E(W)98PS5-1/55 dated 12.3.2001 (RBE 52/2001)]

ADVANCE CORRECTION SLIP NO. 40 TO THE RAILWAY SERVANTS (PASS) RULES, 1986 (2nd EDITION, 1993)

Add the following after Item (ii)(b) under Column 3 of Schedule V.

Widows who are appointed on compassionate grounds may be given an option to be exercised at the time of appointment Whether they would like to avail of the pass facilities as a Railway servant or would like to continue the entitlement under the Widow Pass scheme Option once exercised shall be final.

At the time of retirement/ quitting Railway service, a similar option may be given to such Widows either to be governed by the Widow Pass Scheme or to be governed by the Postretirement Complimentary Pass Scheme in her capacity as a retired Railway servant and in accordance With her status. Such option once exercised shall be final.

(Authority: Board's letter No. E(W)95PS5-1/29 dated 13.06.2003)

ADVANCE CORRECTION SLIP NO. 52 TO THE RAILWAY SERVANTS (PASS) RULES, 1986 (2nd EDITION, 1993)

The para added after item No. (ii)(b) under column 3 of Schedule V vide ACS No. 40 may be numbered as (c). The following note be added thereafter (c):-

"Note: Widows of railway employees who are appointed as apprentice on compassionate grounds in Artisan Category may be allowed to avail of pass under the Widow pass Scheme till such time they are given regular appointment on completion of training. Thereafter they will be required to give their option as brought out in para (c) above"

The existing para (c) may be renumbered as (d).

(Authority: Board's letter No. E(W)95PS5-1/29 dated 05.01.2007)

RESIDENTIAL CARD PASS (SCHEDULE VI)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

RESIDENTIAL CARD PASS

Category	Condition of entitlement	Entitlement																																
Groups A, B, C & D	Will be issued to those railway servants who reside away from the place of work to travel by rail between their place of residence and their place of work, over the sections where this facility was in vogue prior to 14.12.1953 or where the facility has been extended by specific orders of Ministry of Railways (Railway Board) issued from time to time	<table border="1"><thead><tr><th>Category</th><th>Entitlement</th></tr></thead><tbody><tr><td>I. Group 'A' & Group 'B' (Gazetted)</td><td>I Class 'A'</td></tr><tr><td>II. Non-Gazetted Group 'B' & Groups 'C' employees</td><td></td></tr><tr><td>a) Appointed prior to 1.8.1969</td><td></td></tr><tr><td> i) Drawing pay of Rs. 4900/- or above provided the employee are in scale the maximum of which is Rs. 6000/- or above.</td><td>I Class</td></tr><tr><td> ii) Employees other than those covered in items (i) above</td><td>II/ Sleeper Class</td></tr><tr><td>b) Appointed on or after 1.8.1969 to 10.11.1987</td><td></td></tr><tr><td> (i) Drawing pay of Rs. 5375/- or above provided they are in a scale the maximum of which is Rs. 7000/- or above.</td><td>I Class</td></tr><tr><td> (ii) Employees other than those covered in items (i) above</td><td>II/ Sleeper Class</td></tr><tr><td>c) Appointed on or after 10.11.1987 to 1.2.99</td><td></td></tr><tr><td> (i) Drawing pay of Rs. 7250/- or above or those who are in scale the minimum of which is Rs. 6500/-.</td><td>I Class</td></tr><tr><td> (ii) Employees other than those covered in items (i) above</td><td>II/ Sleeper Class</td></tr><tr><td>d) Employees appointed after 01.02.1999</td><td></td></tr><tr><td> (i) Employees in scale the minimum of which is Rs. 6500/- or above.</td><td>I Class</td></tr><tr><td> (ii) Employees drawing pay of Rs. 7600/- or above</td><td>I Class</td></tr><tr><td> (iii) Employees in pay scales of Rs. 5000-8000/- and Rs. 5500-9000/- and drawing the pay of Rs. 7250/- or above but less then Rs. 7600/-</td><td>IIInd Class 'A'</td></tr></tbody></table>	Category	Entitlement	I. Group 'A' & Group 'B' (Gazetted)	I Class 'A'	II. Non-Gazetted Group 'B' & Groups 'C' employees		a) Appointed prior to 1.8.1969		i) Drawing pay of Rs. 4900/- or above provided the employee are in scale the maximum of which is Rs. 6000/- or above.	I Class	ii) Employees other than those covered in items (i) above	II/ Sleeper Class	b) Appointed on or after 1.8.1969 to 10.11.1987		(i) Drawing pay of Rs. 5375/- or above provided they are in a scale the maximum of which is Rs. 7000/- or above.	I Class	(ii) Employees other than those covered in items (i) above	II/ Sleeper Class	c) Appointed on or after 10.11.1987 to 1.2.99		(i) Drawing pay of Rs. 7250/- or above or those who are in scale the minimum of which is Rs. 6500/-.	I Class	(ii) Employees other than those covered in items (i) above	II/ Sleeper Class	d) Employees appointed after 01.02.1999		(i) Employees in scale the minimum of which is Rs. 6500/- or above.	I Class	(ii) Employees drawing pay of Rs. 7600/- or above	I Class	(iii) Employees in pay scales of Rs. 5000-8000/- and Rs. 5500-9000/- and drawing the pay of Rs. 7250/- or above but less then Rs. 7600/-	IIInd Class 'A'
Category	Entitlement																																	
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(iv) Employees other than those covered in items (i), (ii) and (iii) above	II/ Class	Sleeper
III. Group 'D'	II/ Class	Sleeper

Note :

- i. **For non-suburban sections the normal class of entitlement, as on privilege account is admissible.**
- ii. **No attendant is allowed in Residential card pass.**

Substituted vide Railway Board's Letter No. E(W)97 PS5-1/62-A dated 7.04.2000 (RBE No. 63/2000) ACS No. 21

Column 3 Substituted vide Railway Board's Letter No. E(W)97 PS5-1/62-A dated 8.7.2003 (RBE 119/2003) ACS No. 41

ADVANCE CORRECTION SLIP NO. 21
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

I. Schedule -III (School Pass)

Replace Column No. 3 against School Card Passes as under :-

- i. **In the case of Gazetted Group 'A' or Group 'B' railway employees their student sons/daughters may be issued with First Class 'A' School Card Pass.**
- ii. **In case of Non-Gazetted Group 'B' & 'C' railway employees appointed prior to 1.4.1987 whose pay is Rs. 6,700 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- iii. **In case of Group 'C' and Group 'D' railway employees appointed prior to 1.4.1987 whose pay is less than Rs. 6,700 their student sons/daughters may be issued with second Class/ Sleeper Class School Card Pass.**
- iv. **In case of Group 'C' railway employees appointed during 1.4.1987 to 1.2.1999 whose pay is Rs. 7,250 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- v. **In case of Group 'C' and Group 'D' railway employees appointed on or after 1.4.1987, whose pay is less than Rs. 7,250 their student sons/daughters may be issued with Second Class/ Sleeper Class School Card Pass.**
- vi. **In case of Group 'C' and Group 'D' railway employees appointed after 1.2.1999, whose pay is Rs. 7,600 or above or in a scale minimum of which is Rs. 6,500, their student sons/daughters may be issued with First Class School Card Pass.**
- vii. **In case of Group 'C' and Group 'D' railway employees appointed after 1.2.1999, whose pay is less than Rs. 7,600 their student**

sons/daughters may be issued with Second Class/ Sleeper Class School Card Pass.

- viii. In non-suburban sections, however, the normal class of entitlement as on privilege account would be admissible. No distance restriction imposing on any type of School card passes.

Amended vide Railway Board's letter No. E(2002)PS5-8/5 dated 20.01.2005 (RBE 11/2005).

II. Schedule VI (Residential Card Pass)

Replace Column No. 3 with the following :

- | | | |
|------|---|--|
| (i) | Groups A and B | First Class A on Suburban sections |
| (ii) | Groups C & D | |
| (a) | Appointed prior to 1-4-1987 | |
| | Drawing pay of Rs. 6,700/-or above or First Class in Suburban sections. in scale the minimum of which is Rs. 6,500/- | |
| | Less than Rs. 6,700/- | II Class /Sleeper Class in Suburban sections. |
| (b) | Appointed during 1-4-1987 to 1.2.1999 | |
| | Drawing pay of Rs. 7,250/- or above First Class in Suburban sections. or in scale the minimum of which is Rs. 6,500/- | |
| | Less than Rs. 7,250/- | II Class / Sleeper Class in Suburban sections. |
| (c) | Appointed after 1.2.1999 | |
| | Drawing pay of Rs. 7,600/- or above Ist Class in Suburban sections. or in scale the minimum of which is Rs. 6,500/- | |
| | Less than Rs. 7,600/- | II Class / Sleeper Class in Suburban sections. |

Note :

- i. For non-suburban sections the normal class of entitlement, as on privilege account is admissible.
- ii. No attendant is allowed in Residential card pass.

[Authority : Board's Letter No. E(W)97 PS5-1/62-A dated 30.03.2000]

SPECIAL PASSES (SCHEDULE - VII)

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION) SCHEDULE - VII

SPECIAL PASSES

1. On Medical Grounds
2. On sports account
3. For appearing before RRB/ Selection Board while on leave or on duty.
4. For attending Courts.
5. For attending departmental disciplinary enquiries and for inspection of documents.

- 5-A. For attending complainant's enquiry
6. For personal hearing of the Appellate Authority.
7. Office bearer and representative of recognised railway unions and of the Federation for whom grant of Pass is governed by the instructions issued by Railway Board from time to time.
8. Members of Staff Benefit Fund Committee etc.
9. Special Class Railway Apprentices.
10. Other apprentices.
11. For Scout and Guide activities.
12. For St. John's Ambulance Brigade.
13. to receive settlement dues.
14. for motor vehicle
15. On First appointment to Railway Service
16. On retirement/decease - grant of settlement pass.
17. For enquiries by Commissioners for Railway Safety.
18. To staff of quasi Railway Institutions.
19. Railway servants under suspension.
20. Attending conferences, congresses or meetings.
21. Family passes to Territorial Army Personnel proceeding to camps.
22. Candidates summoned for test/ interview by Railway Recruitment Boards and Railway Administrations.
23. Journeys in connection with children's camps.
24. Attending cultural activities etc.
25. Passes to members of Railway User's Consultative Committees, National Railway User's Consultative Council.
26. Passes for families of reservists.
27. Retired Railway servants for perusal of documents for preparation of his Defence in disciplinary case instituted against him.
28. Medically decategorised staff when called for adjudging their suitability for alternative appointment.
29. To retired Railway servant for assistance to defend a Railway servant involved in disciplinary proceedings, to attend any meeting of a commission of enquiry or of a Board, Conference, Committee, or departmental enquiry convened under proper authority or is required to perform any public duty in an honorary capacity.
30. To Casual Labour on recruitment/ discharge.
31. Complimentary passes to next of kin of the victims as well as to the surviving victims involved in Railway accidents.
32. RPF Dogs with Handler/Inspectors.
33. Issue of Bazar Passes.
34. Grant of I AC Complimentary Pass to the visiting Lecturer of a appropriate status.
35. Whole time employees of the Zonal Recognised Unions and Federations.
36. Railway Magistrates
37. Government Railway Police.
38. Participants in Workers Education Programmes Conducted by AIRF/ NFIR in the Zonal Headquarters Station/ Divl. Headquarters Station / Centralised Training Institutes.
38. Rail travel facilities to MR/MOS(R)/DMR.
39. Non-Railwaymen.
40. Claimant before Railway Claims Tribunal
41. Retired Railway Officers of Selection Grade and above who are empanelled as Railway Inquiry Officers in D&AR cases to undertake journey either for

conduct of inquiry or for training or any other official purpose in this connection

Doctors/para medical staff invited in connection with blood donation/eye testing camps being organised on the Railways

Category	Conditions of entitlement	Entitlement/Facilities
1	2	3
<p>Group A, B, C, & D [Serving and Retired]** ACS No. 15</p>	<p>1. On Medical Grounds :- Issued for journey from station nearest to the residence of a Railway servant where railway medical facilities for treatment of the railway servant or his family members are not available to a station where railway dispensary or hospital, or sanatorium with the required facilities for treatment is located.</p>	<p>1. Pass will ordinarily be issued for the Class of entitlement of the railway servant on privilege account.</p> <p>2-A A higher class of pass may be issued at the discretion of the General Manager of the Railway Administration/Unit, or Secretary, Railway Board, for outward journey only to: -</p> <ul style="list-style-type: none"> i. a railway servant or his family members suffering from Tuberculosis or cancer for travelling with one family member or dependent relative or a companion when no family member or dependent relative is included, on the recommendation of the Chief Medical Officer of the Railway concerned. No attendant will be included. ii. a railway servant or his family member or dependent relative when the railway servant himself has arranged a bed in a sanatorium provided the Divisional Medical Officer of the Railway certifies that the Railway Administration could not arrange a bed and that treatment in that sanatorium/ hospital is necessary. iii. a railway servant or his family member or dependant relative suffering from Tuberculosis or cancer for travel from one sanatorium to another for further treatment operation etc. provided that the concerned medical authorities certify that this is necessary and provided further that such

recommendation of Sanatorium/ hospital authorities is accepted by the Chief Medical Officer of the Railway. A family member or dependent relative may also be included if necessary.

2-B The grant of higher class passes and attendant on medical grounds shall be regulated as under :-

- i. If the Medical Officer considers that patient should be accompanied by an attendant during travel for his journey to an outside station for treatment the inclusion of the attendant in the Railway pass shall be regulated as under :-**
- ii. One attendant may be allowed if the patient is bed ridden and is unable to sit up, on the recommendation of the Medical Officer incharge of the hospital/health units/polyclinic.**
- iii. {If the patient is in big plaster, or physically handicapped or unconscious or paralysed or mentally retarded, where one attendant cannot lift the patient, two attendants in the same class may be provided on the express recommendation of the Medical Officer.} ACS No. 43**

If the patient is in big plaster where one attendant cannot lift the patient, two attendants in the same class on the recommendation of the Medical Officer may be provided.

- iv. In case where the patient is in coma/shock/ stupor due to any cause such as head injury etc. regardless of whether he is suffering from T.B./cancer for which higher class pass is admissible, a higher class pass alongwith an attendant in the same class may be given on the**

recommendation of the Medical Officer.

Provided that the facility of an attendant shall be available only when no other family member is accompanying the patient. Such passes where an attendant has been allowed should, therefore be restricted to the patient and the attendants only.

Provided further that higher class passes shall be allowed only for outward journey while proceeding for treatment to an outside station. After the patient recovers, the return journey pass shall be issued for the class to which the patient is entitled. Where an attendant was allowed to accompany the patient, in a higher class he shall be issued second class pass for the return journey.

3. (i) In case, higher class pass to the Railway employee for his return journey has also been considered necessary, specific recommendation of the CMO of the Railway in whose Jurisdiction the hospital is located shall be necessary

(ii) Pass for the return journey valid for the entitled class or a higher class, as the case may be, shall be issued on the recommendation of the CMO by the Railway in whose jurisdiction the hospital is located. To facilitate issue of return journey passes by that Railway a stamped endorsement authorising that Railways to issue pass may be made on the outward journey pass.

4. In cases where a railway servant falls seriously ill outside the Zonal Railway on which he is working and is referred to a hospital located on another station for specialised treatment by the Railway Medical Officer, he may be given a Special Pass available from that place to the location of the hospital/dispensary to which he has been referred and back to the same place. The concerned Medical Officer recommending the grant of the pass shall report the facts of the case to the controlling CMO of the employee indicating clearly reasons that necessitated treatment at an out side station in support of his

		<p>recommendation for issue of Special Pass.</p> <p>The Medical Officer recommending the issue of pass on medical grounds shall submit a monthly statement to the concerned CMO indicating the circumstances of each case and the reasons for recommending such passes. CMO should ensure that the recommendations of the Medical Officers for issue of passes were in accordance with the guidelines of these orders.</p> <p>Note: The above said power of General Manager of the Railway/Unit or Secretary, Railway Board shall not be relegated.</p>
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Category	Conditions of entitlement	Entitlement/Facilities
1	2	3
	<p>(2) On sports account:—</p> <p>i. For participating in Coaching camps organised by the Railway Administration/ Railway Sport Control Board or recognised by the State Sports Association or sponsored by the Railway Sports Control Board.</p> <p>ii. For participating in functions organised to honour players (which include Railway employees as well as dependent family members) having won laurels in National level tournaments.</p> <p>iii. For participating in tournaments which have the recognition of the All India body for the respective sports/games/ and in those tournaments directly conducted by the State Level body for the respective sports /games and not for the tournaments which are not conducted by such bodies even though they may be recognised by the State bodies or their affiliated organisations.</p>	<p>For item (i), (ii) & (iii) in Column (2) :-</p> <p>i. Special pass will be issued to the Railway employee himself or his family members/ dependents who are actually participating in the sports 'events' for the class of entitlement of the, Railway servant on privilege account. A higher class pass not higher than first class may be issued to a team when they travel together and at least one member of the team is ordinarily entitled to travel by the higher class. However, pass higher than first class may be issued to those railway employees whose entitlement under privilege pass account higher than first class. A pass for a bicycle may also be issued for participating in cycling events.</p> <p>Replaced vide Railway Board's letter No. E(W)2003PS5-1/20 dated 12.4.2005 (RBE 63/2005).</p> <p>Special pass will be issued to the Railway employee himself or his family</p>

members/dependents who are actually participating in the sports events for the class of entitlement of the Railway servant on privilege account. A higher class pass not higher than First Class may be issued to a team when they travel together and at least one member of the team is ordinarily entitled to travel by the higher class. A pass for a bicycle may also be issued for participating in cycling events.

- ii. **Railway servants, when detailed on duty, and travelling either alone or with a team as official or a coach may be issued a duty pass of their entitlement while on duty.**

Replaced vide Railway Board's letter No. E(W)2003PS5-1/20 dated 12.4.2005 (RBE 63/2005).

Railway servant travelling alone or with a team as official or a Coach may be issued special pass.

- iii. **First Class Pass may be issued to railway servants –**
- a. **from their place of work to New Delhi and back for receiving Arjuna Award/President's Award e.g. "Padma Shri" etc.**
 - b. **for participating in Inter Railway Meet or National Sports Meet or National tournaments as representative of the Zonal Railway/Production Unit;**
 - c. **When summoned by Railway Sport Control Board.**
 - d. **When travelling as Umpire/referee been nominated by RSCB.**
 - e. **To railway employees who are nominated by the RSCB to participate in a coaching camp for**

		<p>selection of an all-India team for representing the Railways at the Nationals and by the National Federation for selection of an all India team for representing the country at International meet or are nominated for direct participation in the National Championship representing the combined Railways.</p>
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{ Railway employees who undertake mountaineering and trekking expeditions duly sponsored by Indian Mountaineering Federation and Youth Hostels Association of India may be granted special pass of the entitled class on privilege account for self only. }

[Authority : Board's letter No. E(W)96 PS5-14/8 Dated 11.6.1997.]

Category	Conditions of entitlement	Entitlement/Facilities
1	2	3
	(3) For appearing before RRB/ Selection Board while on leave or on duty.	<p>As per entitlement on privilege account.</p> <p>Note: A Railway servant summoned for interview in connection with the filling of a post on the railway on which he is employed may however be issued a duty pass. When called upon to appear before Selection Boards constituted to fill vacancies by Selection, the staff on leave are to be granted free passes. The period of journey and the stay at the place of selection will not be treated as duty.</p>

Category	Conditions of entitlement	Entitlement/Facilities
1	2	3
	(4) For attending Courts.	<p>i. A Railway servant who is summoned to give evidence in a criminal/civil suit, a trial before a Court Martial or proceedings to which Government is a party or a departmental enquiry held by a properly constituted authority, may be granted</p>

		<p>duty pass, provided the facts to which he has to give evidence have come to his knowledge in the discharge of his public duties.</p> <p>ii. The travelling expenses including the cost of train fare granted by the Courts, if any, shall be credited to the Railway revenues.</p> <p>iii. If a pass under this provision is issued to a retired railway servant, an undertaking should be obtained from the retired railway servant that travelling expenses including the cost of train fare granted by the Court, if any, shall be deposited to railway revenue, within 15 days of the receipt of such sum by the retired railway servant.</p> <p>Breach of the undertaking will be sufficient ground for forfeiture of post-retirement passes.</p> <p>** Substituted Vide Railway Board's letter No. E(W)97 PS5-1/5 dated 19.6.1998 (RBE 142/1998) ACS No. 9</p>
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ADVANCE CORRECTION SLIP NO. 9
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Substitute the following as Clause (iii) of item No. 4 of Schedule VII:

If a pass under this provision is issued to a retired railway servant, an undertaking should be obtained from the retired railway servant that travelling expenses including the cost of train fare granted by the Court, if any, shall be deposited to railway revenue, within 15 days of the receipt of such sum by the retired railway servant.

Breach of the undertaking will be sufficient ground for forfeiture of post-retirement passes."

[Authority : Railway Board's letter No. E(W)97 PS5-1/5 dated 19.6.1998 (RBE 142/1998)]

Category	Conditions of entitlement	Entitlement/Facilities
1	2	3
	(5) For attending departmental disciplinary enquiries and for inspection of documents.	Special Passes may be granted for undertaking journeys in this connection to the accused railway servant and the assisting railway servant. An Assisting Trade Union

		Official (non-railway servant) is not eligible for grant of such passes.
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ADVANCE CORRECTION SLIP NO. 51
RAILWAY SERVANTS (PASS) RULES, 1986 (2nd Edition, 1993)

The words "and PTOs" may be inserted after the word "pass" appearing in line 2 of item No. 10 (Other Apprentices) of Schedule VII (Special Passes) of Railway Servants Pass Rules, 1986 (2nd edition 1993)

Authority: railway board Letter No. E(W)2006PS5-1/27 dated 22/11/2006

STANDARD RAILWAY PASS FORM (ANNEXURE 'A' TO SCHEDULE II)

RAILWAY SERVANTS (PASS) RULES, 1986 (1993 EDITION)

STANDARD RAILWAY PASS FORM

ANNEXURE 'A' TO SCHEDULE II

Form No.....

Standard Railway Pass Form

With _____ Kilogram luggage free for each adult and half that quantity for each child.

"The pass must be returned by the pass holder to the issuing office within a month of the date of expiry of the pass, with remarks used/cancelled.

FREE PASS _____ CLASS

Designation _____

Pass _____

From _____ To _____

Via _____ and return via _____

Over _____ Railway.

Available upto

Outward journey _____

Return journey _____

Signature/thumb impression of the holder. If the employee himself is not travelling The leading member of the family should sign or if illiterate put his/her thumb impression.

Outward journey

Return journey

To be signed at the

*Outward journey commenced on _____ 19

* Return journey commenced on _____ 19

By any passenger train/mail train

Why granted _____

Name of Break journey availed of

1. (a) Date of Arrival _____

(b) Date of Departure _____

2. (a) Date of Arrival _____

(b) Date of Departure _____

3. (a) Date of Arrival _____

(b) Date of Departure _____

4. (a) Date of Arrival _____

(b) Date of Departure _____

5. (a) Date of Arrival _____

(b) Date of Departure _____

Signature & designation of the Issuing Officer with seal

*The date must be inserted in INK BEFORE commencement of journey in either direction . Ticket Collectors and T.T.Es. must see that this is complied with. They should also recover a fine of Rs.25/- on I-A/I class and Rs.10/- on II Class passes for not entering the date of commencement of journey on passes and endorsing the fact of recovery of fine on passes.

LOSS/ MISUSE/ FRAUDULENT USE OF PASSES AND PTOs (ANNEXURE 'B')

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)

ANNEXURE 'B'

LOSS/ MISUSE/ FRAUDULENT USE OF PASSES AND PTOs.

Use/Misuse/Fraudulent of use of Passes and Privilege Ticket Orders :

1. **Passes and PTOs are not transferable and should be used only by the person in whose favour they have been issued. Special care should be taken to ensure that passes and PTO's are not lost while in the custody of the pass holder. In the case of loss the pass or privilege ticket order may pass into unauthorised hands leading to fraudulent use for which the pass or PTO holder may have to share responsibility and be also liable for action under the rules. In case of loss of pass or PTO a report should be made immediately to the police by the pass or PTO holder sending a copy of the same to the Pass/Privilege Ticket Order issuing authority.**
2. **Deterrent punishment should be awarded to railway servants detected misusing passes and privilege ticket orders; this may take the form of dismissal or removal from service or reduction to a lower post depending upon the seriousness of the offence.**
3. **In case of a retired railway servant, misuse of post-retirement complimentary pass renders the retired railway servant liable to be declared ineligible for getting such passes.**
4. **A fine of Rs. 10/- for second class and Rs.25/- for First Class passes may be imposed on the Railway employees for not filling the date of commencement of the journey on the passes both privilege and duty granted them. This amount has to be recovered from the employee by the ticket checking staff and the proper receipt issued. This fact may also be endorsed on the passes. Passes may also be returned within one month of the expiry of the pass or its utilization whichever is earlier. In regard to those cases where a fine has been imposed by the T.T.Es for non-filling the date of commencement of journey on the passes, the following action may be taken**
 - (a) **First case** **Warning**
 - (b) **Subsequent** **'To be dealt with on merits'. This should be taken serious view of and suitable deterrent action taken against the defaulting staff.**
5. **In case of the loss of passes the following penalties may be levied.**
 - (I) **Railway Staff: -** **Loss of duty Card Passes available for a period without stipulation of the number of the journey.**
 - (a) **Gold/Silver/ Bronze passes** **Actual cost of replacement to be recovered. See Railway Board's Letter No. 98/G/127/4/Mint/Pass dated 16.07.1998**
 - (b) **I-A &I Class** **Rs. 35/-**
 - (c) **II Class** **Rs.12.50**
 - (d) **Trolley Pass** **Rs.12.50**
 - Loss of duty cheque passes with limited validity and specified destination.**
 - (a) **I-A &I Class** **Rs.10/-**
 - (b) **II Class** **Rs.5/-**
 - Loss of privilege passes.**
 - (a) **I-A &I Class** **Rs. 10/-**
 - (b) **II Class** **Rs. 5/-**

Residential card pass/school card pass, provision (Bazar) card pass.

	(a) I-A & I Class	Rs. 35/-
	(b) II Class	Rs. 12.50
(II) Non-Railway Staff :-	(i) Loss of card passes available for a period with-out stipulation of the number of journeys	
Complimentary passes issued to non-Railway organisations/ individuals.	(a) I Class	Rs.150/-
	(b) II Class	Rs 75/-
	(ii) Loss of cheque passes available for a specified destination and limited validity.	
	(a) I Class	Full fare subject to a maximum of Rs.50/- and a minimum of Rs.10/-
	(b) II Class	Full fare subject to a maximum of Rs.30/- and a minimum of Rs.5/-.
Card Passes issued to GRP/P&T/Railway Magistrates.	(a) I Class	Rs. 35/-
	(b) II Class	Rs. 12.50
Retired Railway Employees.	Loss of post-retirement complimentary pass	
	(a) I-A & I Class	Rs. 25/-
	(b) II Class	Rs. 10/-

6. Note:-

1. Office bearer of recognised Unions/Federations who are either serving Rly. Employee or ex-Rly. employees will be treated at par with serving Rly. employees and covered under item (I) above
2. Whenever it is proposed to award a penalty of stoppage of passes and Privilege Ticket Orders under RS(D&A) rules, as distinguished from action taken under the above rule for irregularities in connection with the use of passes and PTOs the procedures laid down in "D&A Rules should be followed."

3 times the cost to be recovered from serving officers who are on unauthorised absence from duty and have not returned the metal pass despite request vide Board's Letter No. E(W)99 PS5-1/10 dated 2.7.1999 (RBE 158/1999).

POWERS OF THE GENERAL MANAGERS TO CONDONE IRREGULARITIES (ANNEXURE 'C')

RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION) ANNEXURE 'C'

POWERS OF THE GENERAL MANAGERS TO CONDONE IRREGULARITIES

POWERS OF THE GENERAL MANAGERS TO CONDONE IRREGULARITIES

Except in cases of transfer and settlement passes issued to Railway servants, General Managers may condone the irregularities in the cases enumerated below. These powers should not be re-delegated to any lower authority.

1. Issue of higher class of Passes and Privilege Ticket Orders under misinterpretation of the extant rules.

2. **Excess issue of Passes and Privilege Ticket Orders during a year.**
3. **Issue of more than one set of Passes before completion of five years service.**
4. **Inclusion of more than five members in a Pass/Privilege Ticket Orders when a dependent relative is included.**
5. **Inclusion of more than two dependent relatives in a Pass/Privilege Ticket Order.**
6. **Inclusion of sons and dependent brothers aged 21 years or over in a Pass/Privilege Ticket Order without the production of the necessary school or college certificate.**
7. **Issue of Passes for "Guardians" on school account when the son is aged 18** years or above.**

** Substituted vide Railway Board's letter No. E(W)96 PS5-1/30 dated 17.8.2001 (RBE 168/2001) ACS No. 36

8. **Inclusion of dependent relatives in Post-retirement Passes to retired Railway servants.**
9. **Inclusion of children in Post-retirement Passes to retired Class IV Railway servants.**
10. **Issue of Passes by a longer route.**
11. **Incorrect issue of a Pass by pass issuing authority for a period exceeding three months in the case of a single journey or 4 months in the case of return journey and its use by a Railway servant or his family after the period of availability.**
12. **Correct issue of a Pass by the pass issuing authority for a period not exceeding three months in the case of single journey and four months in the case of return journey and its use by a Railway servant or his family after the period of availability.**

"Note: The irregularity mentioned in item (12) above may be condoned by debiting an extra pass to the Railway servant's account.

ADVANCE CORRECTION SLIP NO. 36
RAILWAY SERVANTS (PASS) RULES, 1986
(2nd Edition, 1993)

Item 7 under Annexure 'C' of Railway Servants (Pass) Rules, 1986, (Second Edition, 1993), may be substituted as under :-

"Issue of Passes for "Guardians" on school account when the son is aged 18 years or above."

[Authority : Board's letter No. E(W)96 PS5-1/30 dated 17.8.2001 (RBE 168/2001)]