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

**SCHEDULE - I**

**DUTY PASS**

**I. ON DUTY**

**II. GENERAL RULES RELATING TO DUTY PASSES**

**III. ENTITLEMENT FOR TRAVEL BY RAJDHANI EXPRESS WHILE ON DUTY**

**IV. ENTITLEMENT FOR TRAVEL BY SHATABDI EXPRESS WHILE ON DUTY**

**V. PASS ON TRANSFER.**

**SCHEDULE I**

**[See Rule 5]**

**DUTY PASS**

	<b>Category</b>	<b>Kind of Pass to which entitled</b>	<b>Conditions of entitlement</b>
	<b>1</b>	<b>2</b>	<b>3</b>
<b>I.</b>	<b>ON DUTY</b>		
<b>1.</b>	<b>Group 'A' &amp; Group 'B' Officers</b>		
<b>(a)</b>	<b>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</b>	<b>'Gold Pass'</b>	<b>Gold Pass holder while travelling with members of his family is entitled to travel in any class over Indian Railways.</b>  <b>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</b>

	<p>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. <a href="#">E(W)97 PS5-1/48</a> dated <a href="#">8.11.1999</a> (RBE 286/1999) ACS No. 19]</p>		<p>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>	<p>'Silver Pass'</p>	<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. <a href="#">E(W)97 PS5-1/48</a> dated <a href="#">6.7.1999</a> (RBE 162/1999) ACS 12}</p>	<p>'Bronze Pass'</p>	<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</p>

			<p><b>No. .... Dated .....</b>  <b>Not Transferable</b>  <b>Shri/Smt. ....</b>  <b>Designation .....</b>  <b>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.</b></p> <p><b>For General Manager .....</b>  <b>Railway</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
(d)	<b>All Officers of the Ministry of Railways and Railway Administrations in J.A. Grade except those mentioned at (a) to (c) above.</b>	<b>'Bronze Pass'</b>	<b>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.</b>
(e)	<b>Officers of the Railway Administration other than those referred to in (a), (b) &amp; (c) above.</b>	<b>'Bronze Pass'</b>	<b>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.</b>
f)	<b>Officers of the Ministry of</b>	<b>Card Pass for First Class 'A'</b>	<b>Entitles the holder to travel in a class other than</b>

	Railways other than those mentioned in (a) to (d) above whose duties necessitate frequent journey.		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 style="text-align: center;"><b>[ Note inserted vide ACS No. 39 Issued vide letter No. <a href="#">E(W)2000PS5-1/21 dated 26.09.2002</a>]</b></p>			
2.	Group 'C' & Group 'D' Officers	<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 titled on privilege account</p>	Entitles the railway servant to travel alone between the stations and for the period mentioned in the Card Pass.

## **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	One berths in 2-AC or two berths in

	less than Rs. 12000/-)	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](#)  
[Kit Pass](#)  
[General Rules](#)  
**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, as regulated under separate orders.**

**2. Employees appointed on or after 01.05.1976.**

(a)	Railway servants drawing a pay of Rs. 16,400 and above.	Full 4-wheeler wagon plus one 4-wheeler wagon for motor car  OR  6000 Kgs. by goods train plus one four wheeler wagon for motor car.  OR  One container (40 Feet E. U.) or Two containers (20 Feet E. U.) (including cost of door-to-door movement of container) plus one four wheeler wagon for motor car.  OR
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		One VPU by passenger carrying trains subject to cut of 20% in in the admissible amount of composite transfer grant if the car is carried in the VPU and 25% if car is not carried.
(b)	Railway servants drawing Rs. 8000 and above but less than Rs. 16,400.	Full Four wheeler wagon plus one 4 wheeler wagon for Motor car. OR 6000 kgs by goods train plus one 4 wheeler wagon for Motor Car. OR One single container ( 1 TEU) (including cost of door-to-door movement of container) plus one 4-wheeler wagon for Motor Car. OR One VP/VPU by passenger carrying trains subject to cut of 20% in in the admissible amount of composite transfer grant if the car is carried in the VPU and 25% if car is not carried.
(c)	Railway servants drawing Rs. 6500 and above but less than Rs. 8000.	3000 Kgs by goods train plus one 4 wheeler wagon for motor car or one Motor Cycle/Scooter by Goods Train
(d)	Railway servants drawing Rs. 4100 and above but less than Rs. 6500.	1500 Kgs of Luggage plus one Motor Cycle/Scooter/Moped/Bicycle by goods train.
(e)*	Railway servants drawing pay below Rs. 4100/-	1000 Kgs of Luggage plus one Motor Cycle/Scooter/Moped/Bicycle by goods train.

3. \*Such of those employees as are in receipt of a revised pay of Rs. 3350 p.m. and above, may also be permitted to transport 1500 kgs. of personnel effects.

4. Notes :

A. A pass for carrying a dog may also be issued in all cases from (a) to (e) above.

B. In regard to the employees appointed on or after 1.5.1976 belonging to all Groups, free transportation of household effects upto the specified limits, as laid down above, may be permitted by passenger/parcel trains provided there is adequate capacity for such movements and the earning potential of the Railways do not get effected.

**Provisions of Kit Passes as amended vide Letter No. [E\(W\)96 PS5-9/1 dated 20.06.2000](#) (RBE 80/2000) ACS No. 23.**

**General Rules. :-** When a Railway servant of group A, B, C or D mentioned herein :-

1. is ordered to proceed on transfer at very short notice, a set of special transfer pass for his outward journey and inward journey and a separate transfer pass for self and family for outward journey shall be issued and this shall not be counted in the privilege pass account.
2. is transferred at short notice and it is not possible for him to shift his entire family, a pass may be issued to him and the members of his family who are in a position to accompany him at the first instance, and another pass may be issued for the remaining members of the family left behind and both these passes shall be counted as on transfer pass.
3. is transferred, he is entitled to carry his conveyance free at owners risk as per the following scales :-

(a)	if he is drawing pay of Rs. 1900 and above per month.	A motor car or a drawing pay motor cycle/ scooter or one horse
(b)	if he is drawing pay less than Rs. 1900 per month.	A motor cycle or scooter or one bicycle

**NOTE:**

- i. One berth in First AC Class without payment of surcharge may be granted to the family of gazetted officer who is entitled to a Gold Pass and who is required to join duties on transfer immediately by air to the place of posting, either before or after the air journey by the officer.
- ii. In the case of motor car being carried, a chauffeur or cleaner may be included in the kit pass.
- iii. A motor car or motor cycle allowed may be carried by passenger train or goods train at the option of the railway servant.
- iv. Where railway servants do not possess household effects sufficient to justify allotment of wagons admissible under the rules, only free passes for such quantity of personal effects as are actually required to be transported should be issued
- v. Transfer passes may be granted to railway employees in connection with transfers ordered on the employees' own request or on mutual exchange in cases where in terms of Rule 1642-RII the authority sanctioning the transfer considers for special reasons to be recorded in writing, that the transfers are for the public convenience.

- vi. Probationers on transfer from one station to another for training may be given kit pass for one wagon only and no car van may be allowed.**
- vii. Kit pass can be granted to be availed of not more than one month before or/and not more than six month after the date of transfer. Limit of six months may be extended by Board/General Manager/ Head of Department, in suitable cases of hardship.**
- viii. If a member of a railway servant's family follows him within six months or precedes him by not more than one month free passes may be granted in respect of such member. These time limits may be extended by Railway Board, General Manager or an officer exercising the powers of a General Manager or an officer to whom these powers have been delegated with the specific approval of the Railway Board or an officer enjoying the powers of Head of Department/General Manager, not under the control of General Manager.**
- ix. no pass for transfer of kit is admissible to Railway employees seconded to foreign railway/international organisation in foreign countries for transport of their household effects from the place of their position to their hometown before proceeding on secondment**