

Pass Rule 1986

1. These Rules may be called the Railway Servants (Pass) Rule, 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 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 PTO under these Rules.



Passes issued by Railway administration constitute the authority to travel free by rail.

Passes are issued not only to railway employees but also to outsiders such as freedom fighters, Gallantry award winner, members of Consultative Committee, etc.

The grant of pass is governed by the Railway Servant (Pass) Rules, 1986, framed by the Ministry of Railways.

Different kinds of passes, condition of entitlement, categories of employees eligible for different kind of passes have been discussed in the Railway Servant (Pass) Rule, 186.



According to the Pass Rules, the Kind of Passes admissible to Railway servant and members of their family and dependent relatives are as follows.

1. Duty Pass
2. Privilege Pass, including passes while on deputation.
3. School Pass.
4. Post retirement Complimentary Pass.
5. Widow Pass
6. Residentian Card Pass
7. Special Pass

Definitions

- 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

'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;

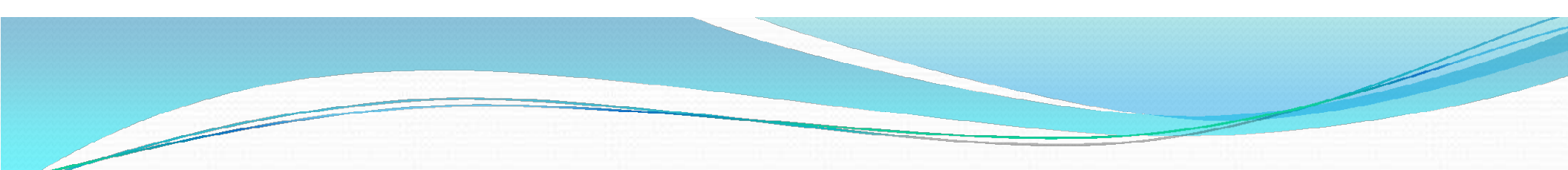
vi. legally divorced daughter who is dependent on the railway servant;

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.

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- 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. '**year**' means a Calendar Year

Revised pay limits for entitlement of Passes/PTOs on the basic pay drawn in the Railway Services(Revised pay) Rules,2008 (RB E(W)2008/PS 5-1/38 dt.06.012011

Category	Type of Privilege Pass/PTOs	Type of Duty Pass
Group 'A' & Group 'B' Gazetted	I st Class 'A' Pass	I st Class 'A' Pass
Non Gazetted Employees		
In Grade Pay Rs. 4200/-	I st Class Pass	I st Class Pass
In Grade Pay Rs. 2800/-	II nd Class 'A' Pass	II nd Class 'A' Pass
In Grade Pay Rs. 1900/- and above but below Grade Pay Rs. 2800/-	One II nd Class 'A' Pass in a year, remaining passes & PTOs of Second/Sleeper Class.	II nd Class 'A' Pass
Employees in Grade pay Rs. 1800/-	One II nd Class 'A' Pass in a year, remaining passes & PTOs of Second/Sleeper Class.	Second/Sleeper Class.

Duty Pass

Metal Pass

1. **Gold Pass-** CRB, Board Member including FC, DGs & GMs granted Apex Scale and Chief commissioner for Railway Safety GMs & other Equivalent officers(PLPM-17-16)
2. **Silver Pass-** HAG officers (including NF-HAG), SAG officers (including NF-SAG) PLPM- 15-14
3. **Bronze Pass- with First class 'A' with 1-AC authority** Selection Grade officers /JAG PLPM- 13-12
4. **Bronze Pass- with First class** – All other Group A & B gazetted officers PLPM-11-8

Group C & D Employees

CARD PASS- of the same class to which the Railway servant is entitled will be issued , if his duties require frequent jourey.

Cheque Pass- of the same class to which the Railway servant is entitled will be issued

Condition of Entitlement

The Pass entitle the Railway servant to travel for the station and for the period mentioned in the pass.

Metal Pass/Card pass should be surrendered by employee when proceeding on any kind of leave except Casual leave or on transfer or when dismissed or removed or discharged from service.

For travel by Cabs of EMU trains /LOCO on duty, necessary endorsement on Duty Card Passes may be made.

Travel Entitlement on duty Pass - Letter no.E(W)2016/PS5-1/8 dt.

31.01.2019 [Annexure-I](#)

Pass on Privilege account

Privilege Passes/PTOs are admissible to the Railway employee for self, family including adopted child and dependent relatives as defined in Rule, whether accompanied by the Railway servant or not.

Group A & B Gazetted are eligible for 6 sets of 1st class 'A' Privilege Passes

Non-Gazetted are eligible for one sets of Privilege Passes (As per entitled class) per year up to the end of 5th year of Railway service and 3 set of privilege Passes per year after 5 years of Railway service

Validity period of Full/half set(s) Privilege Passes, PRC, Widow Passes & PTOs raised to FIVE Month (REB No. 41/2012)

General Rules Relating to Privilege Passes/PTOs

Not more than two dependents can be included in a Pass/PTO. But the total number of persons included in the Pass/PTO will not exceed 5 exclusive of Attendant wherever permissible. This limit will not apply if only family members are included in the Pass/PTO.

When the Railway servant himself or a member of his family or a dependant is blind in both eyes and has to travel alone on a privilege pass, one companion may be allowed to travel in the same class in which the blind person is travelling. This facility is granted on production of a certificate from Sr.DOM/DOM of Railway concerned.

Break of journey enroute is permissible on Privilege Pass at any stations as desired by the Pass holder. In addition, the Station Master/Ticket collectors may be authorised to make an endorsement on the pass in case an unscheduled break journey is desired by pass holder due to any unforeseen circumstances.

Unmarried daughter ,if she is also a Railways servant , a corresponding debit shall be made in the pass account of the daughter as well to the extent of her own entitlement of passe as a Railways employee and thereafter she may be included in the passes/PTOs issued to her father/mother in the same manner as an unmarried earning daughter.

Issue of year ending Passes/PTOs- The year-ending passes on privilege or PRC account, can be issued during the next yearThe validity of pass will not be beyond 30 May.

Issue of Pass/PTOs next year account- when an employee has availed all passes due to him/her in a calender year, one set of passes and/or one set PTO may be issued to him/her for journers commencing in the next year only and the pass/PTO may be debited to the next year,s pass account. Such advance issue of pass/PTO should not exeed Five monts from the date of issue.

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 First AC class on payment of full difference between First AC sleeper and AC sleeper class fare; and
- iv. 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 of yellow colour

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

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 $\frac{1}{3}$ 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 $\frac{1}{3}$ of the fare of AC sleeper class.

Travel Entitlement on Privilege Pass - Letter no.E(W)2016/PS5-1/8 dt.

31.01.2019 [Annexure-II](#)

Route

Privilege Pass shall be issued for journey from the starting station to the destination station as desired by the railway servant, Via shortest route, provided that a longer route may be permitted on the Privilege Pass in the following case.

- 1. Two alternative route are available for destination, for exmaple, Mumbai to Kolkata via NGP or via ALD, and Mumbai to Delhi by the Centrail Railway or by the Western Railway, such pass may be permitted by either route irrespective of the distance involed**
- 2. If the distance to destination via a longer route such passes may be issued even if a double journey ver a small portion is involed, provided the distance does not exceed the distance via the shortest route by more than 15%**
- 3. If the longer route to destination is quiker than the direct route irrespective of distance involved.**

School Pass

General conditions of eligibility

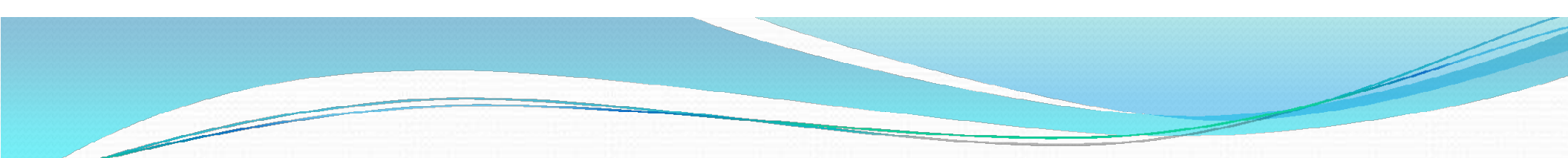
- School passes may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognised educational institution.
- School passes are admissible for students including those who are engaged in research work and are not getting any stipend/scholarship, other than on merits/means basis.
- Students over 21 years of age and doing a rotating internship for one year after passing MBBS or degree in Homeopathy /Siddha/Unani and Ayurveda are eligible for school passes provided the same forms a part of his/her medical course to be completed before becoming eligible for the award.
- In cases where both husband and wife are railway servants, school passes shall be allowed against the account of either of the two.

Number of sets

- A railway employee is entitled to 3 sets or 6 half-sets in a year.
- Parent / guardian (In case of a boy under 18 years and a girl of any age) 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. It will not count as a separate half-set.

Occasions

- Travel from school or college to the railway servant's headquarters to see either parent and back to school or college. Or to a place other than the railway servant's headquarters where either parent is residing and back to school or college.
- Recognised vacations of not less than three consecutive days duration or closure of institution due to unforeseen circumstances.
- To travel to an institution for admission (including counseling purposes) and back to head quarters of the railway servant.
- To travel to recognised institution for joining and back to head quarter of the railway servant

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- To travel to examination Centre for submitting forms of admission and to take up examination and back to headquarters or to take examination at place other than the place of school or college.
 - 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.
 - Travel on educational tour forming part of the school syllabus.
 - 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.

School certificate

The School Certificate should be submitted only once a year at the beginning of the academic session.

A pass can be issued without production of the School Certificate. In this case School Certificate should be submitted within a period of one month from the date of issue of the pass.

Inclusion of Parent/Guardian in School Pass

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.

Parent/Guardian can be included 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.

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 is a guardian he/she will be issued only a II Class Pass.

Class of Travel

- Entitlements to School Pass will be as Revised pay limits for entitlement of Passes/PTOs on the basic pay drawn in the Railway Services(Revised pay) Rules,2008 (RB E(W)2008/PS 5-1/38 dt.06.012011
- However, the children of railway employees studying in Oak Grove School, Jharipani, who are not ordinarily entitled to 1st Class Passes, may, as a special case, be issued 1st 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 and during vacations. On these occasions 1st Class Passes may also be issued to the escorts (School teachers) for their up and down journeys.
- Student can carry a bicycle in the pass in addition to free luggage permissible by making an endorsement in the school pass.
- School Passes are valid in Rajdhani/Shatabdi trains also subject to the pass quota availability.

Advance issue

- School Passes may also be issued upto 4 months in advance as per the request of the employee.

Validity

- Validity period may be decided by the pass issuing authority in each case depending upon the requirement of the occasion.

Break Journey

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

Issue of School passes during Punishment/Suspension

- School passes will be issued even when the privilege passes of an employee are stopped due to punishment.
- **Issued even if employee is under suspension.**

The following are not permitted for issue of School Passes

- Institutions such as day/night Adult School intended for the spare time education of adult/wage earners are not included in the definition of School/College.
- Schools/ colleges imparting part-time/ whole time education in language etc.
- Correspondence course.

Wards of Retired employees not eligible

- Wards of retired railway employees are not eligible for school pass, even till end of current academic year, in case the railway servant retired in mid-school session.

POST-RETIREMENT COMPLIMENTARY PASS (PRC)

Category	Number of passes admissible in one year
1	2
Group A & B With railway service of 20 years or more.	3 Sets
Group C & D With railway service of 20 years or more.	2 Sets

POST-RETIREMENT COMPLIMENTARY PASS (PRC)

Conditions for issue

- 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.
 - 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

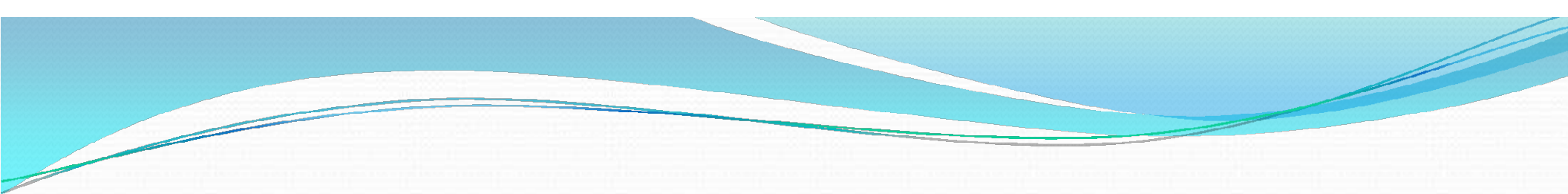
c. Where service after regular promotion falls short of 2 years but the total regular service added to adhoc service in the higher grade is 3 years or more the full benefit of post-retirement complimentary passes as to their number and class may be given.

iv) Post Retirement Complimentary Passes **shall not be issued** to those Railway servants who are dismissed from service.

v) Post Retirement Complimentary Passes **shall also not be issued** to those Railway servants who are removed from service on or after 26.10.2005.

vi) 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.

vii) 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.



viii) 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.

ix) Misuse of a post-retirement pass renders the retired Railway servant liable to be deprived of the privilege of getting such passes

x) 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.

A child adopted after retirement/ superannuation, as the case may be, included in the post-retirement complimentary passes providedt here is a satisfactory proof of adoption irrespective of the fact whether adoption is permissible or not under the Personal Law governing retired railway servant.

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.

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 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.

Companion

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.

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. 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 SleeperClass /II class with a Companion will not be permitted.

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.

Retired Railway employees /Widows of 70 years of age and above, who are entitled to Ist Class /Ist 'A' Post Retirement Complimentary /Widow Passes may be allowed to take a companion in the same class **by paying 1/3rd of the difference of fare between Sleeper Class /II Class** and the higher class in which the retired Railway employee /Widow travels in all trains, including Rajdhani /Shatabdi trains, subject to the existing restriction regarding number of berths in Rajdhani /Shatabdi trains. If any member of his / her family is below 70 years of age and he /she travels along with the pass holder the facility of companion in the same class by paying 1/3rd difference of fare between Sleeper Class /II Class and the higher class shall **not be available**.

Widow pass

- **Eligibility**

- Widows of those railway employees who were in service on 12.3.87 and opted for the scheme of Widow Pass OR Widows of those railway employees who joined service on or after 12.3.87 and are compulsorily governed under the scheme of Widow Pass are eligible for Widow Passes.
- Widows of railway employees 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.
- Widows of railway employees 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

No. of Passes Admissible in a year

Half the number of Post retirement Complimentary Passes that the railway employee 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

•Other conditions

- Widows/their dependents who are eligible for such Passes should be issued Family Identity Card and the same should be carried by them during their journey.
- In case there is more than one widow the passes for widows shall be given by rotation in a specified year.
- The class of Pass would be same as is admissible to the Railway employees on retirement.
- 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 *
- 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 .
- The facility of a Companion will be allowed on the 1st Class /1st 'A' Widow Pass holders who are above the age of 65 years.

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.

“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 above”

RESIDENTIAL CARD PASS

All categories of employees (Group A, B, C & D) are entitled to Residential Card Pass.

Condition of entitlement- will be issued to those Railway servants who reside place of work to travel by rail between their place of residence and 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 the Ministry of Railways, issued from time to time.

No attendant is allowed in Residential Card Pass.

Group 'A' & Group 'B' Gazetted

- Ist Class 'A' Pass

Non Gazetted Employees

- In Grade Pay Rs. 4200/-

Ist Class Pass

- In Grade Pay Rs. 2800/-

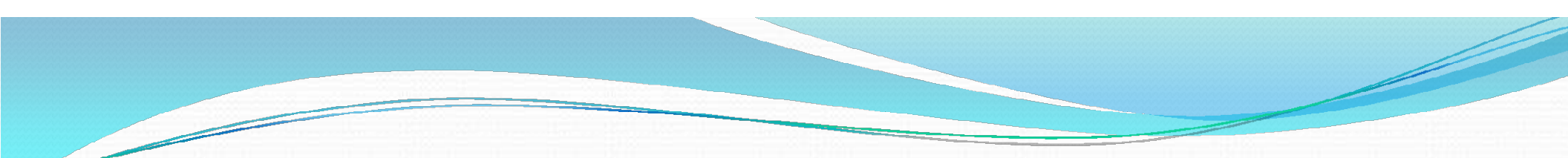
IInd Class 'A' Pass

- In Grade Pay below Rs. 2800/-

IInd Class Pass

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

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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.

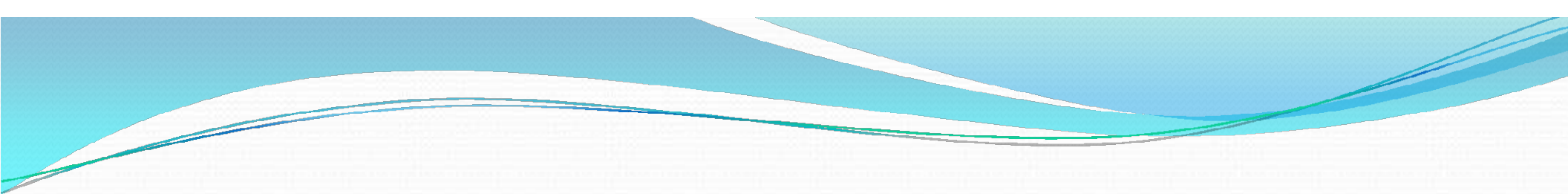
33. Issue of Bazar Passes.

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.

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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

LOSS/ MISUSE/ FRAUDULENT USE OF PASSES AND PTOs.

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.

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.

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.

Not filling the date of commencement of the journey - 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.

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



Thank you