

PASS RULES

STC/NBQ/NFR

Pass

Pass is a written authority to travel in train.

KINDS OF PASSES:

1. **Metal Pass**
2. **Card Pass**
3. **Cheque Pass**

Metal Pass:

- a) **Gold Pass**
- b) **Silver Pass**
- c) **Bronze Pass**

Gold Pass

- CRB,
- Board Members and Officers who are equal in grade and status
- Chief Commissioner for Railway Safety, GMs and other officers who directly report to Railway Board.

Gold Pass

Mail/ Express	<p>Gold Pass Holder while travelling with members of 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:</p> <ul style="list-style-type: none">[a] not more than two berths in First AC Class and two berths in AC Sleeper/First Class; or[b] not more than four berths in AC Sleeper/First Class; or[c] First AC coupe [2 berths] even when travelling alone and can also take her/her family members in the coupe; and <p>Permitted to carry a dog in case First AC/First Class coupe is allotted exclusively.</p>
Rajdhani	<p>First AC coupe even while travelling alone and can take his/her family members in the coupe. Or Four berths in 2-AC Class.</p>
Shatabdi	<p>4 seats in Executive Class/ Chair Car.</p>

Silver Pass

It is issued to all HODs

Mail/ Express	Alone in any class. OR Along with his/her family in any class other than First AC Class. OR Along with his/her family in First AC Class on payment of 1/3 rd of difference of fare between 1 st AC Class and AC Sleeper Class for his/her family. OR One berth in First AC Class for the pass holder and AC Sleeper Class for his/her family subject to reserving a maximum number of four berths.
Rajdhani	One berth in First AC Class for self and one extra berth for the eligible family member on payment of 1/3 rd of difference of fare between 1 st AC Class and AC Sleeper Class for his/her family. OR One berth in First AC Class for self and one berth in 2 nd AC Class for the eligible family member. OR Two berths in 2-AC Class. OR Four berths in 3-AC Class.
Shatabdi	2 seats in Executive Class OR 4 seats in Chair Car.

Silver Pass

Officers in Selection Grade & JAG Officers with more than 3 years service in the grade

Mail/ Express	Alone in any class. OR Along with his/her family in any class other than First AC Class. OR Along with his/her family in First AC Class on payment of 1/3 rd of difference of fare between 1 st AC Class and AC Sleeper Class for his/her family. OR One berth in First AC Class for the pass holder and AC Sleeper Class for his/her family subject to reserving a maximum number of four berths. However, travelling in First AC Class, while on duty, the authority should be issued by the Railway Administration.
Rajdhani	One berth in First AC Class for self and one berth in 2 nd AC class for the eligible family member. OR Two berths in 2-AC Class. OR Four berths in 3-AC Class.
Shatabdi	2 seats in Executive Class OR 4 seats in Chair Car.

Card Pass:

Duty Card Pass :

- ❖ Issued to those employees whose duties require frequent traveling.
- ❖ It is valid for one year and may be extended time to time.

Residential Card Pass

Issued to those employees who travels from their residence to a certain section of duties.

School Season Pass:

- It is issued to the children of employees to enables the students to travel daily between residence and Railway station to school or college.
- It is limited to three children at a time.

Provision Pass:

It is issued to Railway servants employed in way-side stations or for the servants to go to the station nearest source of supply for purchase of provisions required for the family.

Cheque Pass

- ◆ **Duty Pass**
- ◆ **Privilege Pass**
- ◆ **School Pass**
- ◆ **Post- Retirement Pass**
- ◆ **Special Pass**
- ◆ **Complementary Pass**

Duty Pass

A Railway servant may be issued a duty pass for performing journey while on duty.

Privilege Pass:

It is issued to Railway Employees to facilitate free traveling in the trains.

Privilege passes/PTOs per year

SN	Class	Passes	PTOs
1.	Gazetted Officers	6 sets	6 sets
2.	Non-Gazetted		
a.	1 st to 5 th year of service	1 sets	6 sets
b.	6 th year and onwards	3 sets	6 sets
3.	Spl. Class Apprentice	2 sets	6 sets

Note:- N. F. Railway Employees are getting one set extra pass.

School Pass:

- Pass for journey of student son/daughter studying in school away from employees headquarter.
- Guardian may be included in school passes for a girl of any age.
- Guardian may be included in school passes for a boy under 18 years.
- Six single sets/ Child.
- Three full sets/ Child.

Post Retirement Pass:

Gazetted officers 20 to 25 years service	2 sets/year
Gazetted officers over 25 years service	3 sets/year
Group C staff 20 to 25 years service	1 set/year
Group C staff over 25 years service	2 sets/year
Group D staff with not less than 20 years of service	1 set every year for self and wife/ family

Special Pass:

- For medical treatment as recommended by Railway Doctor.
- For sports, Scouts and Guides, Cultural activities.
- Physically handicapped employees.
- For court attendance.
- For activities of recognized Trade Union, Co-operative societies, SBF etc.

Contd:

Continued:

- **In Disciplinary Enquiry cases**
- **To non Railway bodies/ individuals eg users committee, Passenger amenities committees and advisory committees.**
- **To employees of co-operative credit societies / bank etc.**
- **To full time regular Homeopathic / Ayurvedic physicians etc.**

Complementary Pass:

- Registered and Authorized coolies.
- One set / year for self and wife.

Year Ending Pass/PTO:

To avoid heavy rush on the Pass Sections for issue of passes in December and to prevent wasteful expenditure, the year ending passes, whether on privilege or post-retirement account, shall be issued during the next five months of the following year. i.e. 31th May, but the validity of the passes will not be beyond 31th May as the case may be, and they will be debited in the account of previous year. This procedure may also be adopted in the case of year-ending PTOs, subject to the condition that the validity of PTOs will not be beyond 31st May of the following year.

Family for Pass:

- Wife/Husband whether earning or not.
- Sons under 21 years when wholly dependent.
- Unmarried daughters of any age.
- Widowed daughter when wholly dependent.
- Step sons, unmarried step daughters
- Legally divorced sister.

(Age limit is not applicable to bonafide students and invalid children.)

Salient Features of Pass Rules:

- Pass are issued generally by the shortest route but if there is two alternative route then by either route
 - * If the longer route is quicker.
 - * If the distance does not exceed the distance via the shortest route by 15%.
- Availability of passes Five months for full set and five months for half set.
- On each first class privilege pass one attendant can travel free in second class provided that the attendant is a full time servant of railway employee.

- ❖ Privilege passes once issued cannot be cancelled except in exceptional circumstances.
- ❖ One set of pass may be issued in the month of December against next year quota but the validity of the pass will be only from 1st January of next year.
- ❖ There is no limit for brake journey in a privilege pass.

- ❖ If both husband & Wife are Rly. Servant, passes are issued both of them on each other account.
- ❖ Settlement pass may be issued even six months before date of retirement and this pass can be availed within one year from retirement. After one year it will require G.M approval.
- ❖ For non-vacation of Rly. Quarter after retirement, one set of post retirement pass may be disallowed for each month due to un authorized occupation of quarter.

THANKS