

No.2020/G/Covid-19/Pass/PTO/Credit back.

**Sub:** Crediting back of Passes/PTOs of Calendar Year 2020 on the grounds of reduced scale of train services and prevailing COVID-19 situation.

**Ref:** Board's letter No.E(W)2020/PSS-2/7 dated 28.12.2020.

In view of dispensation given vide above mentioned letter, please credit back Pass/PTO of Calendar Year 2020 bearing the following particulars:

| S. No. | Kind of Pass/ PTO and its Class | *Pass/PTO No. / Date of its issue | Particulars of Pass/PTO holder |             |
|--------|---------------------------------|-----------------------------------|--------------------------------|-------------|
|        |                                 |                                   | Name                           | Designation |
| 1      |                                 |                                   |                                |             |
| 2      |                                 |                                   |                                |             |
| 3      |                                 |                                   |                                |             |
| 4      |                                 |                                   |                                |             |

I hereby give the undertaking that I have not performed any journey though reservation has been made, and that I have not taken the benefit of "Leave Encashment" against the Pass/PTO of Calendar Year 2020 bearing above mentioned particulars.

Signature of applicant and date : .....

Name : .....

Designation/Branch/Directorate : .....

Railway (in case of outstation :  
Railway employee) : .....

Date : .....

Contact No. (Mb.) : .....

**Dir.(GA)**  
**Railway Board**