

Railway Board/ Railway

Privilege Pass Surrender Certificate (PPSC)

No. \_\_\_\_\_

Date: \_\_\_\_\_

Part-I

It is certified that Sh./Smt. \_\_\_\_\_, designation \_\_\_\_\_, Privilege Pass A/c No. \_\_\_\_\_ has not obtained any Privilege Pass due to him/her for the current calendar year i.e. \_\_\_\_\_.

It is also certified that the above named employee's Privilege Pass A/c No. \_\_\_\_\_ has been blocked for the calendar year \_\_\_\_\_.

Pass Issuing Authority  
with seal & date

\*Part-II (Applicable only if spouse is a Railway employee)

- \* It is certified that the joint applicant Sh./Smt. \_\_\_\_\_, designation \_\_\_\_\_, Privilege Pass A/c No. \_\_\_\_\_, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. \_\_\_\_\_ and the joint applicant's Pass A/c has also been blocked.

OR

- \* It has been certified by PIA of \_\_\_\_\_ Railway, vide 'Confirmation Note in lieu of PPSC' No. \_\_\_\_\_ dated \_\_\_\_\_ that Sh./Smt. \_\_\_\_\_, designation \_\_\_\_\_, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. \_\_\_\_\_ and his/her Pass A/c No. \_\_\_\_\_ has also been blocked.

Pass Issuing Authority  
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\* To be scored out, if not applicable.

Sh./Smt. \_\_\_\_\_  
Designation \_\_\_\_\_

**Application for Privilege Pass Surrender Certificate (PPSC)**

I intend to avail "All India LTC" facility under extant CCS (LTC) Rules and request that my Privilege Pass A/c No. \_\_\_\_\_ may be blocked and I may be issued PPSC. It is confirmed that I have not obtained any Privilege Pass due to me for the current Calendar Year i.e. \_\_\_\_\_.

- \* It is certified that my spouse is not working in any Government Organization/Railway Establishment.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is also working in this office and he/she has not obtained any Privilege Pass in the current calendar year and his/her PPA No. \_\_\_\_\_ may also be blocked.  
(In this case, the spouse must also sign the application, as joint applicant).
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ Railway as \_\_\_\_\_ and a Confirmation Note in lieu of PPSC issued by his/her PIA is enclosed.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ (name of non-railway department) as \_\_\_\_\_ (designation) and has not availed LTC facility from his/her Department during the current block year.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ (name of non-railway department) as \_\_\_\_\_ (designation) and I intend to avail LTC facility from his/her Department.

I undertake that after issuance of PPSC, I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Office: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Date: \_\_\_\_\_

\* To be scored out, if not applicable.

**Pass Section/ \_\_\_\_\_ Railway**

.....Acknowledgement.....  
(To be signed & returned to the employee)

Received application dated \_\_\_\_\_ for issuance of Privilege Pass Surrender Certificate (PPSC) from Sh./Smt. \_\_\_\_\_ on \_\_\_\_\_.

**Pass Issuing Authority  
with seal & date**