

**Entitlement of Passes/PTO s after implementation of  
6<sup>th</sup> CPC .... (W.E.F. 06.01.2011)**

SN	Category	Type of Privilege Pass & PTO	Type of Duty Pass
	<b>Group- `A' &amp;- `B' [Gazetted]</b>	1 <sup>st</sup> Class `A' Pass	1 <sup>st</sup> Class `A' Pass.
<b>Non-Gazetted Employees:</b>			
(i)	In Grade Pay Rs. 4200 & above.	1 <sup>st</sup> Class Pass.	1 <sup>st</sup> Class Pass.
(ii)	In Grade Pay Rs.2800	2 <sup>nd</sup> Class `A' Pass.	2 <sup>nd</sup> Class `A' Pass *.
(iii)	In Grade Pay Rs.1900 & above, but below Grade Pay Rs.2800.	One 2 <sup>nd</sup> Class `A' Pass in a year, remaining Passes and PTO s of Second/ Sleeper Class.	2 <sup>nd</sup> Class `A' Pass *.
* In terms of the extant instructions, the holder of II Class `A' Pass shall be entitled to travel by AC-3 tier class in trains other than Rajdhani / Shatabdi / Duronto Exp. Trains. IInd Class `A' Pass is of Yellow Colour.			
(iv)	Employees in Grade Pay Rs.1800/-	One 2 <sup>nd</sup> Class `A' Pass in a year, remaining Passes and PTO s of 2 <sup>nd</sup> / Sleeper Class.	2 <sup>nd</sup> / Sleeper Class Pass.

**Note:** The Railway employees, who are already entitled to 1<sup>st</sup> Class Passes, shall continue to draw 1<sup>st</sup> Class Passes, irrespective of their eligibility in terms of these orders. Board's Lr. No. E (W) 2008/PS5-1/38, dt. 06.01.2011 [PC-VI-244] .....**RBE 03/2011 CPO/SC No 01/2011**

**Entitlements on DUTY for Gazetted...6<sup>th</sup> CPC**

**Gold Pass holders**

Status	CRB, Board Members including FC and Officers who are equal in grade and status and Chief Commissioner for Railway Safety....GMs and other officers who directly report to Railway Board.
Scale	Scale ..... 80000 Fixed & 75500-80000
Mail/ Express	Gold Pass Holder while travelling with members of family is entitled to travel in any class over Indian Railways. <b>NOTE:</b> While travelling with family the holder of a Gold Pass may have: [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 Permitted to carry a dog in case First AC/First Class coupe is allotted exclusively.
Rajdhani	First AC coupe even while travelling alone and can take his/her family members in the coupe. Or Four berths in 2-AC Class.
Shatabdi	4 seats in Executive Class/ Chair Car.

**Silver Pass holders**

Status	Officers in HAG & Officers in SAG
Scale/ GP	Scale .....67000-79000 [HAG] GP 10000 [SAG]
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 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> 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 <sup>rd</sup> of differ-rence of fare between 1 <sup>st</sup> AC Class and AC Sleeper Class for his/her family. OR One berth in First AC Class for self and one berth in 2 <sup>nd</sup> 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.

**Bronze Pass & First `A' Pass [With I-AC authority]**

Status	Officers in Selection Grade & JAG Officers with more than 3 years service in the grade
GP	GP 8700 & 7600
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 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> 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 <sup>nd</sup> 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.

**BRONZE PASS & First 'A' Pass holders.**

Status	All other Group- 'A' & 'B' Gaz.
GP	GP 4800 to 7600
Mail/ Express	Entitles the holder to travel in any class other than First AC Class along with his/her family, subject to reserving a maximum number of four berths.
Rajdhani	One berth in 2-AC Class for self and one extra berth for the eligible family member on payment of 1/3 <sup>rd</sup> of difference of fare between 2-AC Class and 3-AC Class of Rajdhani Express Trains. OR Two berths in 3-AC.
Shatabdi	2 seats in Chair Car.

**NOTE:** [1] All Officers can travel on duty in 1<sup>st</sup> AC Class of Mail/Express Trains on payment of 1/3<sup>rd</sup> of difference of fare between 1<sup>st</sup> AC Class and AC Sleeper Class.

[2] Entitlement on Duty is subject to a maximum of 4 berths/seats.

[3] Entitlement on higher class includes lower class travel as per train accommodation.

[4] Existing provision regarding Attendant shall continue to apply.

**ANNEXURE-1 to RBE 18/2011...Ser Cir No. 21/2011**

**Entitlements on 'Privilege/PRC Pass' for Gazetted Officers ..... 6<sup>th</sup> CPC**

**CRB, Board Members**

Scale	80000
Mail/ Express	Two berths in First AC and extra berths in First AC for travel of eligible family members on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2 <sup>nd</sup> AC Class.
Rajdhani	Two berths in First AC Class. OR...Two berths in 2-AC Class. OR....Four berths in 3-AC Class.
Shatabdi	2 seats in Executive Class or Chair Car.

**GMs and equivalent officers**

Scale	75500-80000
Mail/ Express	One berth in First AC Class for self. For travel of spouse, one extra berth on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and AC Sleeper Class. OR In any class other than First AC Class. OR In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class.
Rajdhani	One berth in 1-AC Class for self. For travel of spouse, one extra berth on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class of Rajdhani Express Train. OR 2-berths in First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class of Rajdhani Express Train. OR 2 berths in 2-AC Class. OR 4 berths in 3-AC Class.
Shatabdi	2 seats in Executive Class or Chair Car.

**Officers in HAG and SAG Officers drawing pay of Rs. 51,850/- and above in the Pay Band (excluding Grade Pay)**

Scale/ GP	Scale Rs. 67000-79000.....GP 10000
Mail/ Express	In any class other than First AC Class OR....In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and AC Sleeper Class.
Rajdhani	One berth in 1-AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class of Rajdhani Express Train. OR 2-berths in 2-AC Class. OR 4-berths in 3-AC Class.
Shatabdi	1 seat in Executive Class OR 2 seats in Chair Car.

**Officers in SAG with more than 5 years service in the grade**

GP	GP 10000
Mail/ Express	In any class other than First AC Class OR....In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and AC Sleeper Class.
Rajdhani	One berth in 1-AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class of Rajdhani Express Train. OR 2-berths in 2-AC Class. OR 4-berths in 3-AC Class.
Shatabdi	2 seats in Chair Car.

**Officers in SAG with more than 3 years service but less than 5 years in the grade.**

GP	GP 10000
Mail/ Express	In any class other than First AC Class OR.... In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Sleeper Class.
Rajdhani	<b>ON ONE PASS:</b> ...One berth in 1-AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class of Rajdhani Express Train. OR 2-berths in 2-AC Class. OR 4-berths in 3-AC Class.. <b>ON REMAINING PASSES:</b> ...2-berths in 2-AC Class.....OR.....4-berths in 3-AC Class.
Shatabdi	2 seats in Chair Car.

**All other SAG, Selection Grade Officers, JAG Officers with more than 3 years service in the grade and officers in the Grade Pay of Rs.6600/- and above and drawing pay of Rs.26,600/- and above (excluding Grade Pay).**

GP	GP 6600 to 10000
Mail/ Express	In any class other than First AC Class OR.....In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Sleeper Class.
Rajdhani	2-berths in 2-AC Class. OR 4-berths in 3-AC Class.
Shatabdi	2 seats in Chair Car.

**All other Group-`A` & `B` Gazetted Officers.**

GP	GP 4800 to 7600
Mail/ Express	In any class other than First AC Class OR.....In First AC Class on payment of 1/3 <sup>rd</sup> of difference of fare between 1 <sup>st</sup> AC Class and 2-AC Class.
Rajdhani	1-berth in 2-AC Class. (*) OR 2-berths in 3-AC Class. (* ) corrected vide CPO/SC Letter No. SCR/P-HQ/Ruling/O/926 dated 27.4.2011
Shatabdi	2 seats in Chair Car.

**NOTE:** [1] Entitlement on higher class includes lower class travel as per train accommodation.

[2] With regard to facility of Attendant/Companion, existing orders shall continue to apply.

**ANNEXURE-2 to RBE 18/2011...Ser Cir No. 21/2011**

### **Entitlement of Passes/PTO s On privilege account**

**Group `A` & Group `B` [Gazetted] are Eligible for: -**

6 sets of 1<sup>st</sup> Class-A **Privilege Passes**

**First Class-`A` Privilege Pass entitles the holder to:-**

- (i) Travel in any class other than First AC Class;
- (ii) Travel in any train other than Rajdhani and Shatabdi Express;
- (iii) Carry 140 Kilograms of luggage for each adult member in the Pass and half that quantity for each child; but only 70 Kgs., for each adult and half of this quantity for each child on Nilgiri Railways.
- (iv) Travel in AC sleeper class without payment of any extra fare;
- (v) Travel in First AC Class on payment of 1/3 of difference between the First AC Class fare and AC sleeper class fare; and Carry one `attendant` in Second Class.

**Non-Gazetted with GP of Rs.4200 & above are Eligible for:**

1 set of 1<sup>st</sup> Class Privilege Pass per year up to the end of 5<sup>th</sup> year of Railway Service., and

3 sets of 1<sup>st</sup> Class Privilege Passes per year after 5 years of Railway Service. .

**First Class Pass entitles the holder to:**

- (i) Carry one attendant in Second Class;
- (ii) Travel in any Class other-than First AC;
- (iii) Travel in AC sleeper class without payment of any extra fare;
- (iv) Travel in First AC class on payment of full difference between First AC and AC sleeper class fare; and
- (v) To carry 70 Kgs. of luggage for each adult member in the pass and half that quantity for each child

**Non-Gazetted with GP of Rs.2800 are Eligible for:**

1 set of 2<sup>nd</sup> Class "A" Privilege Pass per year up to the end of 5<sup>th</sup> year of Railway Service., and 3 sets of 2<sup>nd</sup> Class "A" Privilege Passes per year after 5 years of Railway Service.

**Non-Gazetted With GP of Rs.1900 and above, but less than Rs.2800 & Non-Gazetted With GP of Rs.1800, are Eligible for:**

↔ 1 set of 2<sup>nd</sup> class 'A' per year up to the end of 5<sup>th</sup> year of Railway Service.

↔ 1 set of 2<sup>nd</sup> class 'A' in a year, remaining Passes of Second/ Sleeper Class after 5 years of Railway Service

**2<sup>nd</sup> Class 'A' (yellow color) entitles the holder to:**

- (ii) 2<sup>nd</sup> Class pass only, with the additional facility to travel in 3-AC, in trains other than Rajdhani/ Shatabdi expresses.
- (iii) Their entitlement in Jan Shatabdi trains shall be the same as that of 2<sup>nd</sup> Class Pass holders.
- (iv) In 2<sup>nd</sup> Class 50 kg luggage for each adult and half that quantity for each child is allowed. The same free luggage may be allowed in case of 2<sup>nd</sup> Class 'A' Passes also

The Non-Gazetted employees with Grade Pay of Rs.1800, though eligible for ONE set of 2<sup>nd</sup> Class "A" (Yellow) per year on privilege account, their entitlement shall be 2<sup>nd</sup>/ Sleeper Class only on Duty.

**Entitlement of Passes/PTO s –Clarifications**

Point of Doubt	Clarification
[1] Employees with less than 5 years service are eligible for one set of Pass. Whether employees in GP 1800/- to 2800/- can be issued 2 <sup>nd</sup> Class `A` Pass or SL/2 <sup>nd</sup> Class every year.	Employees in GP 1800/- to 2800/- with less than 5 years service be issued with 2 <sup>nd</sup> Class `A` Pass, as per the revised entitlement every year, and PTOs of 2 <sup>nd</sup> / Sleeper Class.
[2] Whether to follow the eligibility criteria i.e., cut off dates for issue of 1 <sup>st</sup> class and other passes as per RS [Pass] 1986 or to follow the revised entitlements without the cut off date.	Employees in Grade Pay 1800/- to 4200/- are entitled to passes as per the revised entitlements irrespective of the cut off date (Date of Appt.).
[3] Whether employees granted financial upgradation under MACPS to GP 4200/- and 2800/- can be issued 1 <sup>st</sup> Class/2 <sup>nd</sup> Class `A` Passes.	Yes. Employees drawing Grade Pay 4200/2800 are entitled for 1 <sup>st</sup> class passes/2 <sup>nd</sup> class `A` passes irrespective of the fact whether they have been granted financial upgradation under MACPS or otherwise.
[4] Year ending passes for 2010 that can be availed upto 30 <sup>th</sup> April 2011 can be issued as per revised entitlements.	Yes. Passes are issued with reference to the Grade Pay drawn by the employee on the date of issue.
[5] Whether instructions have been issued to pass issuing authorities in the absence of yellow colour passes.	Till the books of Second Class `A` pass of yellow colour is supplied, a rubber stamp may be prepared and affixed on the Sleeper/2 <sup>nd</sup> Class pass being issued to the entitled employees as under: <b><i>"Entitled to travel by AC-3 tier class in trains other than Rajdhani, Shatabdi and Duronto Express Trains."</i></b> <b>Signature of the Authority issuing the pass.</b>

The authority competent to issue Sleeper/First Class passes to employees may issue Second Class `A` Passes of yellow colour to entitled employees....**CPO/SC's Ir No.SCR/P HQ/ Ruling/ O/ 926 Dt: 13-01-2011.**

➔ Since the revised entitlements are effective from 06.01.2011, any pass issued on or after 06.01.2011, including 2010 year ending pass, shall be as per the revised entitlements... **RBE 35/2011..SC39/2011**

➔ The benefit of Passes/PTOs corresponding to the next higher Grade Pay granted under MACP Scheme will be available to the employee.

It is also reiterated that the grant of financial upgradation under the MACP Scheme does not entail any change in the designation, classification and status of an employee. Accordingly, the benefits related to higher status inherent in the higher Pay Band and/or Grade Pay is not available to such an employee, who has been granted higher Grade Pay under the MACP Scheme... **RBE 6/2011...CPO Ser Cir No 4/2011.**

**Duty Passes (Other than Metal)**

**Gazetted Officers**

Category	Pass	Conditions of entitlement
[f] Officers of the Ministry of Railways other than those mentioned above whose duties necessitate frequent journey.	Card Pass for First Class `A`	Entitles the holder to travel in a class other than First AC on Indian Railways alone or with his family between the stations and for the period mentioned in such pass, subject to utilization 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 with his family between the stations mentioned in such pass, subject to utilization of maximum number of four berths.
<b>Non-Gazetted</b>		
[a] "Card Pass" for the same class to which the railway servant is entitled on privilege provided his duties require frequent journey.	Card Pass	Entitles the railway servant to travel alone for the stations and for the period mentioned in the Card Pass
[b] "Cheque Pass" for the same class to which the railway servant is entitled on privilege account.	Cheque Pass	Entitles the railway servant to travel alone for the stations and for the period mentioned in the Cheque Pass

***This table has been updated as per SC 184/99, 247/1999, 330/1999, 77/2007 etc***

➔ **Pass forms shall be of the following colours :**

First Class- `A`	White
First Class	Green

2 <sup>nd</sup> Class -`A`	yellow
Sleeper/Second Class	Pink

**Member(s) permitted in Privilege Pass & PTO s**

<b>Members</b>	<b>Rule No</b>
Spouse of a railway servant whether earning or not	Rule 2 [d] [i]
Son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant	Rule 2 [d] [ii]
Son or sons of the age of 21 and above who are :- (a) Bonafide students of any recognized 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	Rule 2 [d] [iii]

↔ The term 'INVALID' for Pass/PTO s is revised vide **SC 165/1988 & SC 82/2009**

Unmarried daughters of any age whether earning or not;	Rule 2 [d] [iv]
Widowed daughters provided they are dependent on the Railway Servant	Rule 2 [d] [v]
Legally divorced daughter who is dependent on the Railway Servant;	Rule 2 [d] [vi]
"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.	Rule 2 [a]
Dependent relative (*) whose father is not alive, (*) Subject to observing the income ceilings being amended time to time for being dependency.	Rule 2 [c] [i]
Mother including a divorced mother	Rule 2 [c] [i]
<b>Unmarried or widowed sister</b>	Rule 2 [c] [ii]
Brother/step-brother under twenty one years of age [provided he is wholly dependent]	Rule 2 [c] [iii]
Invalid brother of any age	Rule 2 [c] [iv]
Brother who has attained the age of twenty one years and is a Bonafide student of a recognized educational institution	Rule 2 [c] [v]
Legally divorced sister (when father is not alive) . Added vide SC No. 292/98.	Rule 2 [c] [vi]

→ **Sons/dependent brothers over 21 years of age [Bonafide students]....**Period of validity when Sons/dependent brothers over 21 years of age included.....

Son or sons of the age of 21 and above who are :-

- a) Bonafide students of any recognized educational institution; or
- b) engaged in any research work and do not get any scholarship/ stipend; or
- c) working as an articled clerk under the Chartered Accountant; or
- d) invalid, on appropriate certificate from Railway Doctor

.....eligible to be included in a privilege pass of a Railway servant, on production of a Bonafide certificate from the recognized educational institution in respect of student sons.....and on production of appropriate MC from Railway Doctor in respect of in valid son .....Provided that: -

- in respect of students who produce certain Bonafide certificates and were eligible to be included in the Passes and PTO s beyond 21 years of age, their validity period to be regulated based upon the certificates issued by the Competent Authority.....SC 38/1997
- Son, who is neither a scholar nor invalid and is about to complete 21 years of age during the validity period of the Privilege Pass, the pass may be issued in the following manner:
  - [i] The Privilege pass may be issued in favour of a Rly. Servant with validity period up to the date preceding the date on which the son will be attaining the age of 21 years; or
  - [ii] Privilege pass may be issued with validity of full 4 months excluding the name of the son of the employee.....SC 10/2009

→ The word 'Adopted' should not be mentioned on the Pass/PTO.....**SC 84/2010**

→ **Step-children - issue of Pass/PTO s.**

It is clarified that step sons/step daughters may be included in the privilege pass of Railway employees, on specific request.... (RBE No.47/2003)....**SC 67/2003.**

→ **Legally divorced daughter/mother/sister**

Legally divorced sister may also be included in the list of dependent relatives for eligibility of pass /PTO where father is not alive, subject to fulfillment of the other conditions...**SC 292/98.**

→ **Widows- option either to draw WCP or to be included in Privilege passes of employed wards**

Widows of ex-railway employees who are dependent on their son / daughter employed on the Railways, may exercise an option either to avail of pass facility as a dependent widowed mother by getting their name included in the privilege pass drawn by their son/ daughter or they may draw pass(es) as per their entitlement under the 'Widow Pass' scheme.....ACS 20 issued. **RBE 312/1999 SC 105/2000.**

→ **Widow mother-in-law in case of widows appointed on Compassionate Grounds...**Decided that dependent widow mother of the deceased railway employee may be included in the privilege pass of the widows appointed on compassionate grounds..... item (vii) under rule 2(c) is added...(vii) Widow mother-in-law in case of widows appointed on compassionate grounds, whether her father is alive or not"....**ACS 37 RBE 194/2001 SC NO.227 /2001.**

**Category & Number of PRC passes admissible**

<b>Group 'A' &amp; 'B'</b>	[a]	With Railway Service of 20 years or more but less than 25 years.	<b>2 sets Per year</b>
	[b]	With minimum Railway Service of 25 years.	<b>3 sets Per year</b>
<b>Group 'C'</b>	[a]	With Railway Service of 20 years or more but less than 25 years.	<b>1 set Per year</b>
	[b]	With minimum Railway Service of 25 years.	<b>2 sets Per year</b>
<b>Group 'D'</b>		With minimum Railway Service of 20 years.	<b>1 set Per year</b>

**Since** all the posts carrying GP 1800 in PB-1 have been classified as Group C, the employees retiring from these Group C posts in PB-1 with GP 1800/- would automatically be entitled to PRC/Widow passes as per Group C entitlement. [Bd's letter No. E[W]2010/PS 5-8/4 Dt.02.03.2012...CPO/SC Lr. No P[R] 473/IX Dt.22.03.2012]

**PRC Passes-dismissed/removed etc ..... Revised provision**

- (a) PRC Passes shall not be issued to those Railway servants who are dismissed from service.
- (b) PRC Passes shall also not be issued to those Railway servants who are removed from service on or after 26.10.2005
- (c) PRC Passes 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 20.01.05.
- (d) PRC 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. PRC Passes shall be issued to such dismissed/removed railway servants from the date of grant of compassionate allowance.....**(RBE No.180/2005)....SC 188/2005**

**Non-Railway service for PRC**

- Period of service in non-Railway departments or establishments rendered prior to joining railway service will not count except in case of Ex-Servicemen or Central Government employees recruited in the Railways where a weightage equivalent to half of their previous non-railway service rendered in Central Government will be taken into account for determining their eligibility for PRC Passes on the basis of length of service in the Railways.  
**SC 66/2007**
- Period of service rendered by employees in non-railway departments or establishments prior to joining railway service will not count except where such non-railway service has been counted along with railway service for pensionary benefits and in such cases a weightage equivalent to half of such non-railway service will be taken into account for the purpose of making good the shortfall in the minimum required 20 years of railway service in order that they become eligible for Post Retirement Complimentary Passes..**SC 65/2008**

Note: - The decision to count half of the previous Central Government service is for the purpose of making good the shortfall in the minimum required Railway service of the lateral entrants to Railway service, in order that they become eligible for Post Retirement Complimentary Passes... In other words, this benefit will not make the retired employees eligible for higher number of passes.

**Member(s) permitted in PRC Passes**

▪ Spouse and Children (Subject to the same conditions of serving employees)	Schedule -IV
▪ Post Retiral Spouse	SC 3/92 & SC 73/93
▪ Children who are above 21 years of age [a] Bonafide students of any recognized educational institution; [b] engaged in any research work; [c] working as an articled clerk; [d] Invalid, on appropriate certificate from Railway Doctor	SC 173/2002
▪ Widowed daughter	SC 87/03
▪ Legally divorced daughter	SC 87/03
▪ Family in case of Group 'D'	SC 3/1994
▪ Widowed Mother	SC 49/96

- **"Post Retiral Spouse"** .....eligible for inclusion in PRC passes....**SC 3/1992...SC 73/1993.**
- **"Family"** ..eligible for inclusion in PRC Passes of all Group 'D', irrespective of their date of retirement.....**SC 3/1994.**
- **"Widowed Mother"** .....eligible for inclusion in PRC passes.... **RBE 13/96 SC 49/96.**

- **“Handicapped wards, Bonafide students etc....** eligible for inclusion in PRC passes.....In terms of provisions in the Railway Servants (Pass) Rules,1986 post-retirement complimentary passes are issued to retired railway servants for self, wife/husband and children subject to same conditions as applicable to railway servants in service. Children who are above 21 years of age can also be included in the Pass, provided he/she is:
  - Bonafide students of any recognised educational institution;
  - engaged in any research work;
  - working as an articled clerk;
  - Invalid, on appropriate certificate from Railway Doctor.

The above instructions should be followed strictly, and no inconvenience on this account should be meted out to retired Railway employees.... Board's letter No. E(W)2001 PS 5-8/6 dt.23.8.02 (RBE No.-/2002)....**SC 173/2002**

**“Legally divorced daughter & Widowed daughter”** .....eligible for inclusion in PRC passes.... provided they reside with retired Railway employees and subject to fulfillment of the income criteria laid down for the purpose....No. E(W)2002PS5-1/8 dt. 16-4-03(RBE No. 63 /2003)....**SC 87/2003**

**Member(s) permitted to be included in Widow Passes**

- Dependent widow mother of the deceased railway employee may be allowed to be included in the widow pass as a family member of the widow. **RBE 142/2000 SC 178/2000**
- Children born out of void marriage are not eligible for inclusion in the Pass of a widow of a railway servant. **RBE No. 162/2002 SC 187/2002**

**Children from void marriage not permissible in any kind of pass**

Back Ref: Board’s letter of even No.dt.13.9.02 [SC 187/2002].

- Instructions were issued vide Board’s letter referred to above, that children born out of void marriage are not eligible for inclusion in the Pass of widows of Railway servants.
- On reference from a Railway whether children born out of void marriage are eligible for inclusion in the Privilege pass issued to railway servants, the case has been further examined and it is clarified that children born out of void marriages are not eligible for any kind of railway passes..... Board's letter No. E(W)95 PS 5-1/29 Dated 10.3.05 (**RBE No.39/05**)....**SC 44/2005**.

**Issue of passes/ PTO s to Railway servants under suspension.**

Item 19 of Schedule VII [Special Passes]

(i) Passes/PTOs may be granted to Railway Servants under suspension in exceptional circumstances and not as a matter of course when the Railway Servant is permitted to leave the station by an authority not lower than that which suspended him.

(ii) The Passes/PTOs to Railway Servants under suspension are given on the following scales:

Group	Passes	PTO s
Group "A & B"	3 sets provided that if in the pass account of the Officer for the year more than half the number due to him has been availed of, no further pass shall be given. If the officer is subsequently retained in service after release from suspension, the passes issued to him during the period of suspension falling within the current calendar year shall be debited to his pass account.	Not more than 2 sets per year. Other stipulations similar to those for passes shall also apply.
Group "C & D"	Not more than one set of Pass, provided that if in the pass account of Railway Servant for the year only one set of Pass remain to his credit, no pass can be issued. If the Railway Servant is retained in service after release from suspension, the passes issued to him during the period of suspension falling within the current calendar year shall be debited to his pass account.	Not more than 2 sets per year. Other stipulations similar to those for passes shall also apply.

(iii) The General Manager in case of Group-A & B and the Heads of Department, Divisional Railway Managers or Deputy Heads of Department in case of others shall have the discretion to issue Passes / PTO s to Railway Servants under suspension.

(iv) The incidence of Suspension shall not affect the eligibility for School Passes.

(v) Dependant relatives / family members may be included in the Passes issued during the suspension.

**ACS 50:** In Schedule VII [Special Passes], below item 19[v] add the following as item No. [vi] :

[vi] When a railway servant under suspension is not permitted to leave the station, Special Passes within the limit prescribed in [ii] above may be issued in favour of dependent relatives and family members on the request of railway servant under suspension. (RBE No. 76/06 & 103/06)....**SC 188/2006**

**Distance restrictions**

- Privilege pass shall be issued for journeys 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 circumstances:-

[a]	Two alternative routes are available for a destination. For example – Bombay to Calcutta via Nagpur or via Allahabad and Bombay to Delhi by the Central Railway or by the Western Railway... such passes may be permitted by either route irrespective of the distance involved	[OR]
[b]	If the distance to destination via a longer route preferred by the Railway Servant does not exceed by fifteen of the distance via the direct route such passes may be issued even if a double journey over a small portion is involved (for example - ex. Chittaranjan to Kancharapara via Howrah or ex-Lucknow to a station on the Southern/ South Central Railway via Bombay V.T.), provided the distance does not exceed the distance via the shortest route by more than 15% to take advantage of terminal facilities as in Bombay V.T.,- Kalyan or Madras- Arkonam sections	[OR]
[c]	If the longer route to destination is quicker than the direct route irrespective of distance involved.	

Para 3 (vii) under the head "Conditions of entitlement" of Schedule II of Pass Rules.

**Luggage (permissible)**

against the free weightage allowance admissible and an endorsement to this effect is made on their passes :

- |                              |                               |   |
|------------------------------|-------------------------------|---|
| (a) T.V.Sets                 | 25 kgs uniformly for all sets | Item 23 under Schedule II<br>also see <b>SC 290/1998</b> for PRC Passes |
| (b) Bicycles                 | 40 kgs                        |   |
| (c) Two wheeler, Mopeds, etc | 150 kgs                       |   |

**Pass / PTO .....Validity period**

- Validity of PTO for outward journey is raised to three months...**SC 41/93**
- Validity of half set (s) of Privilege Passes, PRC Passes, Widow Passes & PTO s.. raised to four months...(RBE No.82 /08)...**SC 90/2008**
- Validity period of full/half set (s) Privilege Passes, PRC Passes, Widow Passes & PTO s.. raised to FIVE months...(RBE No.41/2012)...**SC 34/2012**
- 

**Restriction in respect of dependent members in Pass or PTO s**

Not more than two dependents can be included in pass/ PTO subject to the condition that the total number of persons included in the Pass/ PTO will not exceed 5 exclusive of Attendants wherever permissible.... This limit will not apply if only family members are included in the Pass/ PTO..... *Para 3 (ii) under the head "Conditions of entitlement" of Schedule II of Pass Rules*

**Reckonable Pay/Elements for entitlement of 1<sup>st</sup> Class Pass**

- Spl pay/PP not permitted for entitlement of passes – **SC 7/1988... SC 161/2002**
- NPA not permitted for entitlement of rail travel facility. **SC 29/2002.**
- Pension drawn by ex-servicemen [P (R) 473/IV 29-11-2001... SC 151/2004 & SC 181/2004]  
1<sup>st</sup> class privilege pass to re-employed ex. Servicemen on the Railways will be decided  
[a] on the basis of their entry into railway service and  
[b] their pay on the Railways

- Higher Pay/ Scale granted under ACPS/ MZCP S...clarification  
An employee on financial up gradation may become eligible for first class pass on the basis of his revised basic pay after financial up gradation;...But financial up gradation does not confer any status of the higher scale. Hence the benefits related to higher status inherent in the higher pay scales is not available to the employee...(RBE 200/02) **SC 244/2002. RBE 6/11...Ser Cir No 4/2011.**

**Metal pass (Surrender of)... (Recovery for loss & Action etc)**

- Cases of Unauthorized Absence / long leave & Recovery from defaulting railway officials... three times the cost of Metal Pass... **SC 87 / 98... RBE 158 / 99 SC 196 / 99**
- LAP for a short period in continuation of duty....no need to surrender...(RBE No. 156/2002)...**SC 189/2002**
- When proceeding on training ..... to be surrendered.....[RBE No.112/09].....**SC 111/2009**
- Retiring officers shall return the Metal Pass, before / at the time of retirement... to obtain no dues certificate..... RBE 104/2000 **SC 141/2000**
- Cost of one Gold/Silver/Bronze Metal pass...  
Gold: Rs.3309/- .....Silver: Rs.1989/- .....Bronze: Rs.1729/- **SC 69/2006**



**Issue of year-ending Passes / PTO s**

- The year-ending passes on privilege or PRC account, can be issued during the next three or four months of the following year.....The validity of pass will not be beyond 31st March or 30th April....This procedure shall also apply to the issue of PTO s, subject to the condition that the validity is not beyond 31st March of the following year....E [W] 92 PS 5-1 / 8 dated 09.12.1993...**SC 124/93.**

**Issue of .....Pass/PTO s ...next year account**

**Pass/PTO...Issue of...next year account**

- *When an employee has availed all passes due to him/her in a calendar year, one set of passes and /or one set of PTO may be issued to him/her for journeys 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 exceed FIVE months from the date of issue...(RBE No.41/2012)...**SC 34/2012***

**PRC passes...Issue of...next year account** A retired railway servant may be issued, on request, one set of PRC Pass 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. The validity of the Pass will be for FIVE months, from the date of issue.

**RBE 41/2012 SC 34/ 2012**

**Issue of Widow Pass to next year account: -**

Decided that widow pass on request may be issued in advance of the current year from the date of issue of journeys commencing in the next year duly debiting such issue of pass to the next year's account. The validity of the Pass will be for FIVE months, from the date of issue. **RBE 41/2012 SC 34/ 2012**

**Penalties....**

**Guidelines by CPO/SC w.e.f.2.4.84 [SC 45/84]**

- |     |  |
|-----|--|
| [1] | A complaint should be lodged with the nearest Police Station or G.R.P. Station about the loss of Pass with full details;   |
| [2] | The penalty amount should be deposited with the Divisional HQrs. Cash Office and cash receipt obtained;  |
| [3] | The 'Loss report' should be sent to the CCS/SC through the controlling officer furnishing the details of the pass lost to avoid fraudulent use of the same by publishing a notification in the Fortnightly Gazette etc.; |
| [4] | The intend for the issue of fresh Duty Card Passes should be sent to the Pass issuing office by the Controlling Officer along with the cash receipt in original  |
| [5] | Privilege Pass will not be issued afresh in lieu of lost one.  |

In partial modification of the instructions SC 45/1984, the **penalties that could be imposed for loss of Passes** would be as under: \_

**[I] Railway Staff**

<b>(i) Loss of duty Card Passes available for a period without stipulation of the No. of journeys</b>		
[a]	I, I-A & I (White)	Rs.35/-
[b]	II / (*) Sleeper Class	Rs.12.50
[c]	Trolley Pass	Rs.50/-
<b>(ii) Loss of duty Cheque passes with limited validity and specified destination</b>		
[a]	I, I-A & I (White)	Rs.10/-
[b]	II / (*) Sleeper Class	Rs.5/-
<b>(iii) Loss of Privilege Pass</b>		
[a]	I, I-A & I (White)	Rs.10/-
[b]	II / (*) Sleeper Class	Rs.5/-
<b>(iv) RCP/ School Card Pass/ Provision (Bazaar) Card Pass</b>		
[a]	I, I-A & I (White)	Rs.35/-
[b]	II / (*) Sleeper Class	Rs.12.50

**[II] Non- Railway Staff..**

**Complimentary passes issued to non-railway Organisations/ individuals**

<b>[i] Loss of Card Passes available for a period without stipulation of the No. of journeys</b>		
[a]	I Class	Rs. 150/-
[b]	II / (*) Sleeper Class	Rs. 75/-
<b>[ii] Loss of cheque passes available for a specified destination and limited validity</b>		
[a]	I Class	Full fare subject to a maximum of Rs.50/- and a minimum of Rs.10/-
[b]	II Class	Full fare subject to a maximum of Rs.30/- and a minimum of Rs.5/-

**[III] Card passes issued to GRP, P&T/ Railway Magistrate**

[a]	I Class	Rs. 35/-
[b]	II/ (*) Sleeper Class	Rs. 12.50

(\*) (The words SLEEPER added vide Ir Bd's Ir Dt. 29.5.97...**SC 121/1997**)

[2] Office bearers of recognised unions/ federations who are either serving employees or ex-railway employees will be treated at par with serving railway staff and covered under item 1 of Para [I] above.

[3] Office Bearers of recognised unions/ federations, who are outsiders will be covered under item II of Para I above.....No. E[W] 80 PS 5-2/2 Dated 5/10-09-1984.....**SC 121/1984.**

➤ In continuation of instructions contained in letter dated 5/10-09-1984.....**SC 121/1984**; the penalty for loss of **POST-RETIREMENT COMPLIMENTARY PASS** (viz., I, I-A Class Rs. 25/- and II Class Rs.10/-) has been indicated.....**SC 74/1985...**

**Penalties for not entering details while travelling**

➤ The amount of penalty payable by Railway employees for not entering the date of commencement of their journey in the pass has been indicated (Rs. 15/- for 1<sup>st</sup> Class and Rs. 5/- per 2<sup>nd</sup> Class).....**SC 20/1984.**


➤ The Railway employees travelling on Complimentary/ Duty passes are to enter the dates of commencement of the journey in their passes, failing which they are liable to pay fine of Rs.5/- and Rs.15/- for II Class and I Class respectively as per letter dt. 10.1.84 and Wireless message dt. 22.9.89 and the same are reiterated. Further procedure to be followed indicated...**SC 211/1989**

➤ The ministry of railways have decided to enhance the Fine Rs.5/- for second class and Rs.15/- for first Class pass to Rs.10/- and Rs.25/- respectively for not Filling the date of commencement of journey on privilege/ Duty Cheque pass....**SC 123/1990..**

➤ Duty Card Pass holders should necessarily fill up the Annexure regarding each and every journey undertaken on the duty card passes. Journeys undertaken on duty card pass without entry in the Annexure after 30.6.2002 will be treated as travelling without ticket & dealt with as per extant rules....**SC 103/2002**

➤ Penalty for the loss of date expired card passes cannot be waived....**SC 116/1975...**

**➔ Kind of Passes allowed on RAJDHANI/SHATABDI**

<b>(A)</b>	<b>Railway servants (Serving &amp; Retired)</b>	 Specific endorsement should be made by the Pass issuing authority on the pass/PTO s, regarding the entitlement of class/ scale of accommodation, by Rubber Stamps. Authority:- SC 31/1995 SC 190/2000 SC 75/2001 SC 145/2001 SC 217/1998 SC 246/1998 SC 153/2009
<b>(a)</b>	Duty (including transfer pass),	
<b>(b)</b>	Privilege (including settlement pass)	
<b>(c)</b>	PTO s	
<b>(d)</b>	Post-retirement complementary passes	
<b>(e)</b>	Widow passes	
<b>(f)</b>	Medical passes	
<b>(g)</b>	School Passes issued to wards	
<b>(h)</b>	Office bearers of both Recognized Unions	
<b>(B)</b>	<b>Other pass holders:-</b>	
<b>(a)</b>	Gold pass/complimentary cheque passes issued to serving MR/MOS[R]/DMR	
<b>(b)</b>	Complimentary card passes issued to ex. MR/MOS[R]/DMR	
<b>(c)</b>	Complimentary Card passes issued to ex. Andaman Political prisoners under category of Freedom Fighters.	

**Note:-**

- (i) Duty passes issued to **GRP officials and food Inspectors** within the jurisdiction mentioned in the pass are valid for travel in Pantry Car / non-passenger area in the train.....Commercial Circular No.16 of 2001 SC NO.75/2001...
- (ii) "**Rubber Stamps** may be made which will indicate the entitlement of class/scale of accommodation of the railway official in Rajdhani and Shatabdi Express trains. This stamp should be affixed compulsorily **by the Pass issuing authority** on the Pass/PTO, at the time of issuing Pass/PTO . SC No. 145/2001....
- (iii) *Passes on **sports account.. not valid*** for travel in Rajdhani /Shatabdi trains. [RBE No.160/09]...SC 153/2009....
- (iv) **PTO s** issued to Railway Officers are valid for travel in the entitled Class in Rajadhani / Shatabdi Express Trains on payment of **usual PTO fare** subject to the total " Pass Quota" defined for each train.... SC 217/98 & SC 246/1998.

### School Cheque pass

- ☞ School Cheque pass can be issued to each such student son/daughter who is dependent on the Railway Servant on production of a bonafide certificate from the recognized institution where the student is studying and which is away from the Headquarters of the Railway Servant for undertaking journeys.... In cases where both husband and wife are Railway Servants, the passes shall be allowed against the account of either of the two;
- ☞ The parent or guardian may be included in the pass issued to [1] a boy under 18 years [2] a girl of any age and [3] handicapped student sons of 18 years of age and above
- ☞ 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 be a guardian he/ she will be issued only a II Class Pass;
- ☞ Entitles the holder to avail 3 sets or 6 half-sets in a year and to be issued with the class of pass which the railway servant is entitled as on privilege

### School Card Passes....distance for issue

- School Card Passes are being issued to the student wards of Railway employees to commute between the station of the residence of the Railway servant and the station nearest to the school/college up to a distance of 80 KMs, subject to the conditions prescribed in Schedule III of RS(Pass) Rules 1986.
- On SC Railway, GM decided to issue School Card Passes
  1. Up to a distance of 150 KMs, over home lines only.. **SC 19/2004**
  2. Over Foreign Railways also, but within 150 Kms. from the station of the residence of the Railway servant on SC Railway. **SC 71/2007**
- **Issue of School Passes-.wards of employees retiring in mid school session [Not permissible] .....SC 27/2006**
- **Issue of School Passes during vacations** –AIRF represented that School Passes are issued after production of vacation certificate which is issued by the educational institutions only 10 to 30 days in advance, resulting in inadequate time for obtaining confirmed train reservation on School Pass. The Federation has requested for replacement of the existing procedure. In this connection, attention is invited to the provisions contained in Rule-2 [a] & [b] of Schedule II RS [Pass] Rules, 1986 [Second Edition, 1993] which provide as follows:
  - [a] The School Certificate should be submitted once a year at the beginning of the academic session. However, where the studies are discontinued, an intimation of the same should immediately be given to the Pass issuing Authorities. A certificate, may, however, be insisted in case of doubt as regards continuance of studies.
  - [b] In those cases, where a pass is issued without production of the School Certificate, the School Certificate should be submitted within a period of one month from the date of issue of the pass. **[RBE No.104/10].....SC 127/2010.**

📖 Please refer SC 94/1985 & SC 242/2000 for Bonafide Certificates/ Declarations to be submitted

### Complimentary Card Passes - Freedom Fighters & Widows

**Freedom fighters/their widows** are issued Complimentary Card passes for free rail travel: -

- On All Indian Railways [except Metro Railway /Kolkata] in 1<sup>st</sup> Class /2<sup>nd</sup> AC along with a companion in same class by any train other than Rajdhani/Shatabdi trains.
- On Rajadhani/ Shatabdi Trains in 3<sup>rd</sup> AC of Rajdhani trains and Chair Car[CC] of Shatabdi/ Jan Shatabdi express trains along with a companion in same class.
- Their passes to be stamped with "....Valid for travel in 3<sup>rd</sup> AC in Rajdhani trains and Chair Car [CC] in Shatabdi/Jan-Shatabdi trains along with a companion in same class...".

**The passes are: -**

- Valid for two persons i.e. self and companion on a life-time basis
- To be granted for a period of one year and renewed every year
- To be issued only at Divisional/ Zonal Headquarters