



Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad -500025 (Telangana)

C.571/TC/DIV/Review/Vol.XXIII

Date :27/01/20

Sr.DCM/SC, HYB, BZA, GTL, GNT & NED.

Sub: Special drive against fake/misuse of passes. (Privilege, complimentary and duty)

It has come to the notice of this office that outsider was detected travelling on a fake privilege passes with reservation. In view of this serious nature, it is advised to conduct a special drive for a period of 10 days commencing from 29/01/20 to 7/02/20 against fake/misuse of passes.

During the drive the following aspects need to be verified.

By Reservation office Staff:

1. Verify the water mark on the pass when presented for reservation.
2. Availability of issuing authority stamp and office seal on the pass.
3. Necessary endorsements on the pass as per extent rules i.e Reservation/Cancelation, etc.

By Ticket checking staff:

1. Verify the water mark on the pass when presented for verification/check.
2. Availability of issuing authority stamp and office seal on the pass.
3. Verify the ID proof of the employee whenever self travelling, in case employee is not travelling, ID proof of leading member of the family member who is performing journey.
4. Verify the Endorsement of reservation particulars on the pass whenever advance reservation is made. In case of non availability of the same to be reported to SDGMs office.
5. Filling up of the columns of signature/thumb impression of the employee/leading member of family with date of commencement of journey on the pass.
6. Relevant columns of journey particulars are filled in the annexure when travelling on DCP. Random details of the particulars are to be taken as per the proforma enclosed. The particulars thus collected should be sent to SDGMs office, which in turn will cross check with the concerned authorities.

Results of the check may please be sent to this office by 10/02/20.

(Shifali)

Dy.CCM/IT

for Principal Commercial Manager.

Copy to:

SDGM for information and necessary action please.

CCM/PS for information please.

Annexure

1. Name of the Employee :
2. Designation :
3. Office Address :
4. Travelling in Train No.-----Berth/Seat No.-----Date-----
5. Journey performed on duty between----- to-----
6. Object of the journey :
7. Class of the duty pass issued by -----Valid up to-----
8. Available between :
9. Detail information of controlling authority :
10. Remarks if any :

(Signature of the COR/TTE)

(Signature of the DCP Holder)