

## **RAILWAY SERVANTS (PASS) RULES,1986 (1993 EDITION)**

**[With Latest instructions]**

### **IMPORTANT DEFINITIONS**

- a) **'Attendant'** means a person exclusively employed on salary in the personal service of a railway servant.
- b) **'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.
- c) **'Dependent relative'-**
- Mother including a divorced mother
  - Unmarried or widowed sister
  - Brother/step-brother under twenty one years of age
  - Invalid brother of any age
  - Brother who has attained the age of twenty one years and is a bonafide student
  - Legally divorced sister
  - Widow mother-in-law in case of widows appointed on compassionate grounds, whether her father is alive or not.

Provided that a person shall not be considered to be a dependent relative if his/her income from all sources including pension, dearness relief, etc. **exceeds 15% of pay per month of the Railway servant or the amount arrived at by adding minimum Pension/Family Pension of Rs 9000/- (excluding the element of additional pension to old pensioners) and the dearness relief** admissible to the pensioners/family pensioners on pension rounded off to the nearest ten rupee figure, whichever is more. (Revised limit for dependency w.e.f 01.01.2016 RBE 132/2016 Dated 24/11/2016)

Provided further that dependent relatives may be included in the Privilege Passes/PTOs given to the railway servants in cases where **father is missing for a period of at least 7 years** Passes/PTOs can also be given to the sisters in similar circumstances. However, an affidavit as to the period since when the person is missing, duly attested by a Magistrate is necessary.

c) **'Family' includes**

- Spouse of a railway servant whether earning or not;
- Son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant;
- Son or sons of the age of 21 and above who are bonafide student
- Unmarried daughters of any age whether earning or not;
- Widowed daughters provided they are dependent on the railway servant;
- Legally divorced daughter who is dependent on the railway servant;

Note: For the purpose of issue of Special Pass on medical grounds under Schedule-VII, the term "family" and "dependant relatives" shall be as defined in Paras 601(5) and 601(6) respectively of IRMM,2000.

d) **'Pay' means**

- Basic pay; ( Pay in PAY MATRIX LEVEL)
- In the case of Running Staff, basic pay plus 30% thereof;
- Any other pay which may be specially classified as pay by the President.

**e) "Set" means** one Pass or P.T.O for outward and return journeys ; **"Half-set" means** a Pass or P.T.O issued from one station to another

**f) 'year' means** a Calendar Year.

### **OFFICER OR AUTHORITY COMPETENT TO ISSUE AND SIGN A PASS OR PTO.**

A pass or PTO may be issued by such officer or authority and may be signed by such officer as the Central Government (Ministry, of Railways) may from time to time specify:

Provided that until such authorities or officers are specified, the Pass or PTO shall be signed and issued in accordance with the instructions/orders issued by the Central Government in the Ministry of Railways and in force at the commencement of these Rules.

### **KINDS OF PASSES**

- Duty pass-
- Privilege pass including passes while on deputation-
- School pass-.
- Post-retirement Complimentary pass-.
- Widow pass-
- Residential card pass-
- Special pass-

### **ENTITLEMENT OF PASSES/PTO S (RBE 120/2019 DATED 26/07/2019)**

## **DUTY PASS**

A railway servant may be issued a duty pass for performing journey on duty. (For Travel entitlement please refer RBE No. 16/2019 Dated 31/01/2019)

Category (1)			Type of Pass to which entitled (2)
Status (i)		PLPM (ii)	
I. ON DUTY			
(1)	Gazetted Cadre		
(a)	(i) CRB & Board Members including FC (ii) DGs & GMs granted Apex Scale (iii) Chief Commissioner for Railway Safety	17	Gold Pass
(b)	GMs & other equivalent Officers	16	Silver Pass
(c)	HAG Officers (Including NF-HAG)	15	
(d)	SAG Officers (Including NF-SAG)	14	
(e)	Selection Grade Officers	13	Bronze Pass/First Class 'A' Pass (with 1-AC authority)
(f)	JAG Officers	12	Bronze Pass/First Class 'A' Pass
(g)	Other Group 'A' & 'B' Gazetted Officers.	11	
		10	
		9	
		8	
(2)	Non-gazetted Cadre	6 & above	First Class Pass
		5	Second Class 'A' Pass
		4	
		3	
		2	
		1	Second/Sleeper Class Pass

Note: (i) Officers in PLPM 8,9,10 & 11 shall continue to be issued Bronze Pass/First Class 'A' Card Pass with validity for travel only over Zonal Railways or Indian Railways or Indian Railways as per existing conditions.

## **PASS ON TRANSFER GOVERNING ENTITLEMENT OF KIT PASSES**

S.NO	PLPM	ENTITLEMENT
A	11 TO 17	6000 Kgs by Goods train plus reimbursement of transportation of motor car by road 6000 Kgs by Goods train plus reimbursement of transportation of motor car by road <b>OR</b> One Container (40 Feet E.U.) or two Containers (20 Feet E.U.) (including cost of door-to-door movement of Container) plus reimbursement of transportation of motor car by road <b>OR</b> One VPU by passenger carrying trains subject to a cut of 20% in the admissible amount of Composite Transfer Grant if a car is carried in the VPU and of 25% if car is not carried
B	6 TO 11	6000 Kgs by Goods train plus reimbursement of transportation of motor car by road. OR One Container (1TEU) (including cost of door-to-door movement of Container) plus reimbursement of transportation of motor car by road OR One VP/VPU by passenger carrying trains subject to a cut of 20% in the admissible amount of Composite Transfer Grant if a car is carried in the VPU and of 25% if car is not carried.
C	5	3000 Kgs of luggage plus one Motor Cycle/Scooter by Goods trains <b>OR</b> by Parcel Van/Brake van attached to passenger carrying trains or by road.
D	1 TO 4	1500 Kgs of luggage plus one Motor Cycle/Scooter/Moped/Bicycle by Goods trains <b>OR</b> by Parcel Van/Brake van attached to passenger carrying trains or by road.

Note: The entitlements and other terms & conditions as detailed in ACS No.71 to RSPR -1986, issued vide Board's letter No.E(w)2004/PS5-9/1 dated 01.08.2011, shall continue.

#### **PASS ON PRIVILEGE ACCOUNT**

A railway servant may be issued on his/her request a privilege pass or a privilege ticket order in the prescribed format from one station to another as requested by him/her. (For Travel entitlement please refer RBE No. 16/2019 Dated 31/01/2019)

CATEGORY			ELIGIBLE CLASS	NUMBER OF PASS/PTO	
STATUS		PLPM		PP	PTO
GAZETTED CADRE					
1	CRB & BOARD MEMBERS	17	FIRST CLASS 'A'	06 SETS	04 SETS
2	DGs & GMs	17	FIRST CLASS 'A'	06 SETS	04 SETS
3	OTHER EQUILAENT OFFICERS	16	FIRST CLASS 'A'	06 SETS	04 SETS
4	HAG OFFICERS	15	FIRST CLASS 'A'	06 SETS	04 SETS
5	SAG OFFICERS	14	FIRST CLASS 'A'	06 SETS	04 SETS
6	SELCTION GRADE OFFICERS	13	FIRST CLASS 'A'	06 SETS	04 SETS
7	JAG OFFICERS	12	FIRST CLASS 'A'	06 SETS	04 SETS
8	Sr SCALE OFFICERS	11	FIRST CLASS 'A'	06 SETS	04 SETS
9	OTHER GROUP A & B OFFICERS	10,9,& 8	FIRST CLASS 'A'	06 SETS	04 SETS
NON GAZETTED CADRE					
	PLPM			ONE SET UPTO THE END OF 5 <sup>TH</sup> YEAR RAILWAY SERVICE AND 3 SETS THEREAFTER	04 SETS
1	6 AND ABOVE		FIRST CLASS		
2	5		SECOND CLASS A		
3	4,3,2 & 1		SECOND/SLEEPER		

(i) 6 Sets of PTOs instead of 4 sets shall continue to be admissible to railway servants in all PLPMs who had joined Railway service before 12.03.1987 and not opted for widow pass facility.

(ii) The travel entitlements shall continue to be in accordance with the administrative instructions issued in this regard from time to time.

(iii) The upgraded pass facility i.e 01 Set of Second Class 'A' Pass in lieu of 01 Set of Second/Sleeper Class Pass to serving railway employees in PLPM 1,2,3 & 4, even with less than 05 years of railway service, shall continue.

NOTE 1: Till the books of Second Class 'A' pass of yellow colour is supplied, a rubber stamp may be prepared and affixed on the Sleeper/2nd Class pass being issued to the entitled employees as under: "Entitled to travel by AC-3 tier class in trains other than Rajdhani, Shatabdi and Duronto Express Trains. "NOTE 2: First Class-'A' Privilege Pass entitles the holder to carry one attendant in Second Class

### **MEMBER(S) PERMITTED IN PRIVILEGE PASS & PTO S:**

- 1) Spouse of a railway servant whether earning or not
- 2) Son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant
- 3) Son or sons / Dependent brothers 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
- 4) Unmarried daughters of any age whether earning or not;
- 5) Widowed daughters provided they are dependent on the Railway Servant
- 6) Legally divorced daughter who is dependent on the Railway Servant;
- 7) "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.
- 8) Mother including a divorced mother
- 9) Unmarried or widowed sister
- 10) Brother/step-brother under twenty one years of age [provided he is wholly dependent]
- 11) Invalid brother of any age
- 12) Brother who has attained the age of twenty one years and is a Bonafide student of a recognized educational institution
- 13) Legally divorced sister (when father is not alive) .
- 14) 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 5 months excluding the name of the son of the employee
- 15) The word 'Adopted' should not be mentioned on the Pass/PTO
- 16) Step sons/step daughters may be included in the privilege pass of Railway employees, on specific request.... (RBE No.47/2003)
- 17) 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
- 18) Dependent widow mother of the deceased railway employee may be included in the privilege pass of the widows appointed on compassionate grounds.....
- 19) Widow mother-in-law in case of widows appointed on compassionate grounds, whether her father is alive or not"....ACS 37 RBE 194/2001

- 20) **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**

### **SCHOOL PASS**

**A school pass may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognized educational institution.**(For Travel entitlement please refer RBE No. 16/2019 Dated 31/01/2019)

- School Cheque Pass can be issued to each such student son/daughter who is dependent on the railway servant on production of a certificate from the recognized institution where the student is studying and which is away from the headquarters of the Railway servant.
- **In cases where both husband and wife are railway servants, the passes shall be allowed against the account of either of the two.**
- **In case of a boy less than 18 years and a girl of any age, the parent or guardian may be included in the pass issued.**
- **A parent including a stepparent 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.
- **If the attendant be a guardian he/she will be issued only a II Class Pass.**
- This should be in case of recognized vacations of **not less than three consecutive days duration (Sunday being included) or closure of institution due to unforeseen circumstances.**
- **To travel to recognized institution for admission / joining and back to head quarters of the railway servant.**
- Break of journey en-route is permissible on school pass if endorsement to this effect is made on the pass.
- In cases where a school Pass is sought to/from a place **other than the Railway servant's headquarters or the permanent place of residence** of the other parent, if it be different, the grant of such pass shall have the **approval of the gazette officer.**
- Issue of School passes will not be affected by the stoppage of privilege passes of an employee on any account including by way of punishment.
- Incidents of suspension will not affect the eligibility of Railway employees to such passes.
- Bonafide Certificate from institution to be submitted once in a year at the beginning of the academic year for School Pass.
- School Passes may also be issued up to 4 months advance (RBE 101/2011).
- **School Passes may be issued without Bonafide Certificate at the time of issuing but it should be submitted within a month.**

CATEGORY	ENTITLEMENT
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STATUS	PLPM	TO BE ISSUED WITH THE CLASS OF PASS WHICH THE RAILWAY SERVANT IS ENTITLED AS ON PRIVILEGE ACCOUNT. HOWEVER, THE CHILDREN OF RAILWAY SERVANTS STUDYING IN OAK GROVE SCHOOL, JHARPANI WHO ARE NOT ORDINARILY ENTITLED FC PASSES MAY BE ISSUED FIRST CLASS PASS AS A SPECIAL CASE
GROUP A & B GAZETTED OFFICERS	8 TO 17	
NON GAZETTED	1 TO 6 AND ABOVE	

### **SCHOOL CARD PASS**

Will be issued for student son/daughter of the railway servant to commute between the station of the residence of the railway servant and the station nearest to the school/college on production of a certificate from the recognized institution where the student is studying subject to such restrictions like those pertaining to distance etc that may be imposed by Railways depending on local circumstances for issue of such passes.

CATEGORY		ENTITLEMENT
STATUS	PLPM	THE CLASS OF PASS WILL BE THE SAME AS ADMISSIBLE TO RAILWAY SERVANT IS ON PRIVILEGE ACCOUNT

### **RESIDENTIAL CARD PASS**

A residential card pass may be issued to a railway servant for performing rail journey from the place of residence to the place of his work.

CATEGORY		ENTITLEMENT
STATUS	PLPM	THE CLASS OF PASS WILL BE THE SAME AS ADMISSIBLE TO RAILWAY SERVANT IS ON PRIVILEGE ACCOUNT

Note: No attendant is allowed on Residential Card Passes.

### **POST-RETIREMENT COMPLIMENTARY PASS**



A post-retirement complimentary pass may be issued to a railway servant after retirement or after he ceases to be a railway servant (For Travel entitlement please refer RBE No. 16/2019 Dated 31/01/2019)

- ✓ A retired railway servant may be issued, on request, one set of PRC Pass/Widow 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
- ✓ A benefit of additional 5 years service for post-retirement complimentary passes may be allowed to those medically decategorised/unfit Railway servants who retire either by refusing to accept the alternative post or the alternative post being not available.
- ✓ In the year in which the Railway servant retires from service he is entitled to that number of single journey Post-retirement complimentary passes which represents the difference between the number of privilege passes he is normally entitled to in a calendar year while in service and the number actually availed by him, provided the total number of Post-retirement complimentary passes applied for after the date of retirement does not exceed the number of post-retirement complimentary passes for which he is entitled in a calendar year.
- ✓ In cases where both husband and wife are retired Railway servants, they may avail the complimentary passes on each other's account.
- ✓ A benefit of 5 years service on voluntary retirement is granted towards the qualifying service for the grant of post-retirement complimentary passes on the same conditions as are laid down in Board's letter No. E (P&A) I 77 RT-46 dated 09.11.1977.
- ✓ Pass Issuing Authority shall satisfy himself about the identity of the retired Railway employee before issuing the Post retirement complimentary passes.
- ✓ Railway administration shall issue an identity card bearing the photographs of superannuated/retired railway employee and the family members eligible for inclusion in the post retirement passes. Such retired railway employees travelling on post retirement complimentary passes will have to carry the identity card to enable railway staff on duty to verify the identity of all those travelling on such passes.
- ✓ A retired Railway servant may be issued on his request one set of complimentary pass in the last month of the current calendar year for journey commencing in the next year duly debiting such issue of complimentary pass in the next year's account. The validity will be for 5 months, as the case may be from the date of issue.
- ✓ A retired Railway servant, if he so, desires, can obtain his post-retirement complimentary passes from an office of his choice authorized to issue such passes irrespective of the Railway or office from where he had retired.
- ✓ The retired senior citizen Railway servant eligible to travel with companion instead of attendant in same class provided if the retired railway servant is at the age of 70 years and above.

- ✓ Passes to retired employees are not admissible over the Nilgiri Railway during the months of April, May and June.
- ✓ Employees in LEVEL 1 entitled for post retirement Passes/PTOs.( RB Letter No. E(W)2010/PS-5/8-4 dated 02.03.2012.

### **CATEGORY & NUMBER OF PRC PASSES ADMISSIBLE**

**(RBE 16/2019 DATED 31.01.2019)**

STATUS	PLPM	CLASS	NO OF SETS	REMARKS
CRB & BOARD MEMBERS	17	FIRST CLASS 'A'	3	AFTER 20 YEARS OF RAILWAY SERVICE
DGs & GMs	17	FIRST CLASS 'A'		
OTHER EQUIVALENT OFFICERS	16	FIRST CLASS 'A'		
HAG OFFICERS	15	FIRST CLASS 'A'		
SAG OFFICERS	14	FIRST CLASS 'A'		
SELECTION GRADE OFFICERS	13	FIRST CLASS 'A'		
JAG OFFICERS	12	FIRST CLASS 'A'		
Sr SCALE OFFICERS	11	FIRST CLASS 'A'		
OTHER GROUP A & B OFFICERS	10,9,& 8	FIRST CLASS 'A'		
	6 AND ABOVE	FIRST CLASS	2	
	5	SECOND CLASS A		
	4,3,2 & 1	SECOND/SLEEPER		

### **MEMBER(S) PERMITTED IN PRC PASSES**

Spouse and Children (Subject to the same conditions of serving employees)
Post Retiral Spouse
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
Widowed daughter/ Legally divorced daughter
Widowed Mother
Family in case of Group 'D'
"Handicapped wards, Bonafide students etc....

### **APPROPRIATE STAMPING IN PASSES**

It may be noted that in the aforementioned revised travel entitlements, the maximum number of berths admissible to railway servants in each Pay Level in Pay Matrix (PLPM) has been clearly stipulated in numbers (viz. 1, 2, 3) and the same is available for travel by any of the eligible member (ie. self or spouse or family member or dependent relative) included in the pass without any restriction, except in the case of duty passes where self travel is mandatory. The Railways are, therefore, advised to check and ensure that stamping of berth entitlement on the passes is made strictly in accordance with the revised travel entitlements. A compliance report in this regard may also be furnished for the information of Board.( RB LETTER NO: No.E(W)2019/PS5-1/4 Dated 10/06/2019)

### **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.

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...

Half of past services rendered in Central/ State Governments will be taken into account (EXSERVICE MEN /RETIRED LATERAL ENTRANTS) (RBE No. 152/2019 dated 25/09/2019)

### **WIDOW PASS**

- 1) Widows of those Railway servants who were in service on **12.03.1987** and opted for the scheme of Widow Pass or widows of those Railway servants who joined service on or after 12.03.1987 and are compulsorily governed under the scheme of Widow Pass are eligible for Widow Passes. In such cases of Railway employees who have opted for the scheme of Widow Pass or those who are compulsorily governed under this scheme, shall be eligible for 4 sets of PTOs in a calendar year while in service.
- 2) Widows of Railway Servants who were in service prior to 12.3.1987 will be eligible to be admitted to the scheme of 'Widow Pass' scheme on a one-time payment of Rs. 250.
- 3) The Railway Servants who get permanently absorbed in public sector undertakings, autonomous bodies prior to 12.3.1987 and were in receipt of post-retirement complimentary passes, their widow will also be admitted to the scheme of 'Widow Pass' scheme on a one-time payment of Rs. 250.
- 4) Widows of Railway servants who had opted out of the scheme of Widow Pass will also be eligible to be admitted to the scheme of Widow Pass on a one-time payment of Rs. 250.
- 5) No. of Passes Admissible in a year, - Half the number of Post retirement Complimentary Passes that the Railway servant was either receiving at the time of his demise after retirement or in case of death in service would be notionally eligible to receive by reckoning the date of death as the date of retirement provided that:
  - a) The widow(s) of a Group 'D' Railway employee entitled (or notionally entitled) to one set of Post-retirement Complimentary pass every alternate year, shall be entitled to one set of Complimentary Pass every alternate year.
  - b) The widow(s) of any Railway employee, who dies while in service, shall be entitled to a minimum of one set of Pass every alternate year. Thus, she will be eligible to one set of Pass in two years, even if the service of the employee before death falls short of the requisite service prescribed for entitlement for Post-retirement Complimentary Passes.
  - c) In case there is more than one widow the passes for widows shall be given by rotation in a specified year.
  - d) The facility of companion will be allowed only to Widow Pass holders who are above the age of 65.
- 6) The class of Pass would be same as is admissible to the Railway employees on retirement or what would be admissible notionally if the date of death is reckoned as the date of retirement.
- 7) Other terms and conditions would be the same as are applicable to Privilege Passes except that:
  - a. Dependent relatives are not entitled to be included in such Passes. However, dependant widow mother of the deceased Railway employee may be included in the Widow Pass as family member of the widow} Replaced vide Board's Letter No. E(W)96 PS5-8/2 dated 24/7/2000 (RBE 142/2000)
  - b. Widow will not be entitled to this facility if she becomes otherwise entitled

to the Pass facility due to her son's employment in Railways or on her own employment on the Railways or on her re-marriage \*\*{However the widow may exercise an option either to avail of pass facility as a dependant widow mother by getting her name included in the privilege pass drawn by her son/daughter or she may draw pass(es ) as per her entitlement under the 'widow pass' scheme. Option once exercised shall be final and irreversible. }

- 8) Widows who are appointed on compassionate grounds may be given an option to be exercised at the time of appointment Whether they would like to avail of the pass facilities as a Railway servant or would like to continue the entitlement under the Widow Pass scheme Option once exercised shall be final.
- 9) At the time of retirement/ quitting Railway service, a similar option may be given to such Widows either to be governed by the Widow Pass Scheme or to be governed by the Postretirement Complimentary Pass Scheme in her capacity as a retired Railway servant and in accordance With her status. Such option once exercised shall be final.
- 10) "Senior Citizen 1st/1st 'A' Widow Pass holders can carry a Companion in lieu of an Attendant subject to the following conditions –
  - i. The facility of a Companion will be provided only on the 1st Class /1st 'A' Widow Passes in which there is already a provision to carry an Attendant as per the Railway Servants (Pass) Rules, 1986.
  - ii. The facility of a Companion will be allowed only to Widow Pass holders who are above the age of 65 years.
  - iii. The facility of a Companion in lieu of attendant will be permitted only when the pass holder and/or eligible members of family above the age of 65 years will be travelling along with the Companion in Sleeper / 2nd Class. In other words, if any other eligible members of the family below the age of 65 years is included in the pass, then the facility of travel in Sleeper /2nd Class with a Companion will not be permitted.
- 11) Accordingly, Senior Citizen 1st Class/ 1st Class 'A' Widow Pass holders will have the option either to carry an "Attendant" in Sleeper/2nd Class while they themselves are travelling in 1st Class/ AC 2-tier or carry a "Companion" in Sleeper/2nd Class in lieu of an "Attendant" if the pass holder themselves travel in Sleeper/ 2nd Class. In case a Companion is preferred to an attendant, the pass issuing authorities shall obtain a specific request for the same from the Widow Pass holder and mention the ages of the persons not less than 65 years to be included in the pass and the following endorsement shall be made on the pass:
 

" Companion in lieu of Attendant permitted when the Pass Holder travel in Sleeper Class/2nd Class."

"Companion in lieu of Attendant is permitted only when the pass holder and/or other family member of more than 65 years of age is/are travelling in Sleeper Class/II Class."

- 12) This scheme will not apply to Railway servants who have retired or expired before 12.3.1987
- 13) This scheme will also not apply to Casual Labour unless they are absorbed against regular posts. Till the Casual Labour are so absorbed, they will continue to get 6 sets of PTOs in a year otherwise admissible to them instead of 4 sets of PTOs admissible to others who opt for the scheme of Widow Passes.
- 14) The facility of passes to available to the widow to the widow of a male Railway employee shall be available to the widower of a female railway employee.

### **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
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

### **SPECIAL PASS**

A special pass may be issued to Railway servants, family members or dependent relatives as the case may be, on –

- 1) On Medical Grounds
- 2) On sports account
- 3) For appearing before RRB/ Selection Board while on leave or on duty.
- 4) For attending Courts.
- 5) For attending departmental disciplinary enquiries and for inspection of documents.
- 6) For attending complainant's enquiry
- 7) For personal hearing of the Appellate Authority.
- 8) Office bearer and representative of recognised railway unions and of the Federation for whom grant of Pass is governed by the instructions issued by Railway Board from time to time.
- 9) Members of Staff Benefit Fund Committee etc.
- 10) Special Class Railway Apprentices.
- 11) Other apprentices.
- 12) . For Scout and Guide activities.
- 13) For St. John's Ambulance Brigade.
- 14) to receive settlement dues.
- 15) for motor vehicle
- 16) On First appointment to Railway Service
- 17) On retirement/decease - grant of settlement pass.
- 18) For enquiries by Commissioners for Railway Safety.
- 19) To staff of quasi Railway Institutions.
- 20) Railway servants under suspension.

- 21) Attending conferences, congresses or meetings.
- 22) Family passes to Territorial Army Personnel proceeding to camps.
- 23) Candidates summoned for test/ interview by Railway Recruitment Boards and Railway Administrations.
- 24) Journeys in connection with children's camps.
- 25) Attending cultural activities etc.
- 26) Passes to members of Railway User's Consultative Committees, National Railway User's Consultative Council.
- 27) Passes for families of reservists.
- 28) Retired Railway servants for perusal of documents for preparation of his Defence in disciplinary case instituted against him.
- 29) Medically decategorised staff when called for adjudging their suitability for alternative appointment.
- 30) To retired Railway servant for assistance to defend a Railway servant involved in disciplinary proceedings, to attend any meeting of a commission of enquiry or of a Board, Conference, Committee, or departmental enquiry convened under proper authority or is required to perform any public duty in an honorary capacity.
- 31) To Casual Labour on recruitment/ discharge.
- 32) Complimentary passes to next of kin of the victims as well as to the surviving victims involved in Railway accidents.
- 33) RPF Dogs with Handler/Inspectors.
- 34) Issue of Bazar Passes.
- 35) Grant of I AC Complimentary Pass to the visiting Lecturer of a appropriate status.
- 36) Whole time employees of the Zonal Recognised Unions and Federations.
- 37) Railway Magistrates
- 38) Government Railway Police.
- 39) . Participants in Workers Education Programmes Conducted by AIRF/ NFIR in the Zonal Headquarters Station/ Divl. Headquarters Station / Centralised Training Institutes.
- 40) Rail travel facilities to MR/MOS(R)/DMR.
- 41) Non-Railwaymen.
- 42) Claimant before Railway Claims Tribunal
- 43) Retired Railway Officers of Selection Grade and above who are empanelled as Railway Inquiry Officers in D&AR cases to undertake journey either for conduct of inquiry or for training or any other official purpose in this connection
- 44) Doctors/para medical staff invited in connection with blood donation/eye testing camps being organised on the Railways

### **COMPLIMENTARY CARD PASSES - FREEDOM FIGHTERS & WIDOWS**

- 1) Freedom fighters/their widows are issued Complimentary Card passes for free rail travel on All Indian Railways [except Metro Railway /Kolkata] in 1st Class

/2nd AC along with a companion in same class by any train other than Rajdhani/Shatabdi trains.

- 2) On Rajdhani/ Shatabdi Trains in 3rd AC of Rajdhani trains and Chair Car[CC] of Shatabdi/ Jan Shatabdi express trains along with a companion in same class.
- 3) Their passes to be stamped with "....Valid for travel in 3rd AC in Rajdhani trains and Chair Car [CC] in Shatabdi/Jan-Shatabdi trains along with a companion in same class...".
- 4) The passes are: -
  - a) Valid for two persons i.e. self and companion on a life-time basis
  - b) To be granted for a period of one year and renewed every year
  - c) To be issued only at Divisional/ Zonal Headquarters

### **ISSUE OF PASSES/ PTO S TO RAILWAY SERVANTS UNDER SUSPENSION.**

	<b>PASSES</b>	<b>PTOs</b>
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.

(RBE No. 159/2019 dated 29/11/2019)

### **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:-



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	<b>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	<b>OR</b>
If the longer route to destination is quicker than the direct route irrespective of distance involved.	

### **ISSUE OF YEAR-ENDING PASSES / PTO S**

The year-ending passes on privilege or PRC account, can be issued during the next FIVE months of the following year.....The validity of pass will not be beyond 31st MAY of the following year

This procedure shall also apply to the issue of PTO s, subject to the condition that the validity is not beyond 31st MAY of the following year

#### **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)

#### **PRC passes/ Widow Pass ...Issue of...next year account**

A retired railway servant may be issued, on request, one set of PRC Pass/Widow 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

### **LOSS/ MISUSE/ FRAUDULENT USE OF PASSES AND PTOs**

1. Passes and PTOs are not transferable and should be used only by the person in whose favour they have been issued. Special care should be taken to ensure that passes and PTO's are not lost while in the custody of the pass holder. In the case of loss the pass or privilege ticket order may pass into unauthorised hands leading to fraudulent use for which the pass or PTO holder may have to

share responsibility and be also liable for action under the rules. In case of loss of pass or PTO a report should be made immediately to the police by the pass or PTO holder sending a copy of the same to the Pass/Privilege Ticket Order issuing authority.

2. Deterrent punishment should be awarded to railway servants detected misusing passes and privilege ticket orders; this may take the form of dismissal or removal from service or reduction to a lower post.
3. In case of a retired railway servant, misuse of post-retirement complimentary pass renders the retired railway servant liable to be declared ineligible for getting such passes.
4. A fine of Rs. 10/- for second class and Rs.25/- for First Class passes may be imposed on the Railway employees for not filling the date of commencement of the journey on the passes both privilege and duty granted them. This amount has to be recovered from the employee by the ticket checking staff and the proper receipt issued. This fact may also be endorsed on the passes. Passes may also be returned within one month of the expiry of the pass or its utilization whichever is earlier. For non-filling the date of commencement of journey on the passes, the following action may be taken

First case	Warning
Subsequent	'To be dealt with on merits'. This should be taken serious view of and suitable deterrent action taken against the defaulting staff.

5. In case of the loss of passes the following penalties may be levied.

Loss of duty Card Passes available for a period without stipulation of the number of the journey.	I Class	Rs. 35/-
	II Class	Rs.12.50
	Trolley Pass	Rs.12.50
Loss of duty cheque passes with limited validity and specified destination.	I Class	Rs. 10/-
	II Class	Rs.5
Loss of privilege passes.	I Class	Rs. 10/-
	II Class	Rs. 5/-
Residential card pass/school card pass, provision (Bazar) card pass.	I-A &I Class	Rs. 35/-
	II Class	Rs. 12.50
Retired Railway Employees. Loss of post-retirement complimentary pass	I Class	Rs. 25/-
	II Class	Rs. 10/-

Note:-

- 1) Office bearer of recognised Unions/Federations who are either serving Rly. Employee or ex-Rly. employees will be treated at par with serving Rly. employees
- 2) Whenever it is proposed to award a penalty of stoppage of passes and Privilege Ticket Orders under RS(D&A) rules, as distinguished from action taken under the above rule for irregularities in connection with the use of passes and PTOs the procedures laid down in "D&A Rules should be followed.
- 3) 3 times the cost to be recovered from serving officers who are on un authorised absence from duty and have not returned the metal pass despite request vide Board's Letter No. E(W)99 PS5-1/10 dated 2.7.1999 (RBE 158/1999).

**PRIVILEGE TICKET ORDER ENTITLES THE HOLDER IRRESPECTIVE OF WHETHER HE BELONGS TO GROUP A, B, C OR D.**

- To travel in the same class as on the privilege pass to which he is entitled as mentioned herein before or in a lower class by paying 1/3 of the fare of the entitled class or the lower class in which he is travelling, as the case may be. First class PTO holder can however travel in AC sleeper class by paying 1/3 of the fare of the AC-Sleeper Class.
- To carry one attendant in IInd Class /Sleeper Class in the case of First Class 'A' and First Class Privilege Ticket Order by paying 1/3 of the fare of the IInd Class.
- Break of journey and distance restriction as applicable in the case of ordinary ticket. However, a holder of ticket exchanged for a PTO travelling by mail train can break journey enroute without distance restriction.
- Travel in a Class higher than the entitled class on payment of charges for travel in the entitled class on payment of charges for travel in the entitled class against Privilege Ticket order together with difference between the full fare of the class shown in the privilege ticket order and that of the class in which he elects to travel; and
- Free luggage allowance on the same condition applicable to a holder of an ordinary ticket for the same class in which he elects to travel.

**COMPANION IN LIEU OF ATTENDANT TO FIRST /IST A POST RETIREMENT COMPLIMENTARY PASS /WIDOW PASS HOLDERS RBE No: 164/2009**

1. Retired Railway employees /Widows of **65 years** of age and above entitled to Ist Class /Ist 'A' Post Retirement Complimentary Pass /Widow Passes are entitled

to the facility of companion in higher class **on payment of full difference of fare** between Sleeper Class/II Class and the class in which the retired Railway employee /Widow in all trains other than Rajdhani /Shatabdi trains travels, subject to the conditions laid down in the said Pass Rules.

2 Retired Railway employees /Widows of **70 years** of age and above, who are entitled to Ist Class /Ist 'A' Post Retirement Complimentary /Widow Passes may be allowed to take a companion in the same class **by paying 1/3rd of the difference of fare** between Sleeper Class /II Class and the higher class in which the retired Railway employee /Widow travels in all trains, including Rajdhani /Shatabdi trains, subject to the existing restriction regarding number of berths in Rajdhani /Shatabdi trains. If any member of his / her family is **below 70 years of age** and he /she travels along with the pass holder the facility of companion in the same class by paying 1/3rd difference of fare between Sleeper Class /II Class and the higher class **shall not be available**.

4. At the time of application for Post Retirement Complimentary /Widow Pass, the retired Railway employee / Widow of 70 years of age and above, who are entitled to Ist Class /Ist 'A' Post Retirement Complimentary /Widow Pass, shall exercise option regarding facility of companion being availed and in addition to the endorsement as enclosed being made on their Pass, stamp regarding their entitlement to the number of berth[s] in Rajdhani / Shatabdi trains shall also be made.

"Companion in lieu of attendant will be permitted only when the pass holder and other family member[s] more than 70 years of age is / are traveling in SL/II Class in trains other than Rajdhani/Shatabdi express, or in higher class by paying 1/3rd of the difference of fare between SL /II Class and the class in which the pass holder /family member[s] above 70 years of age is/are traveling in all trains, including Rajdhani /Shatabdi trains, subject to existing restriction regarding number of berths".

### **EXTENSION OF PASS DUE TO LOCK DOWN**

1) PREVIOUS YEAR 2019

FROM	TO	VALID UPTO
23/10/2019	30/11/2019	15/07/2020
01/12/2019	30/12/2019	15/08/2020

2) YEAR ENDING PASSES

FROM	TO	VALID UPTO
ALREADY ISSUED ON OR AFTER 31/12/2019		31/08/2020
NOTIONAL DATE		31/08/2020

3) CURRENT YEAR-2020

FROM	TO	VALID UPTO
01/01/2020	31/01/2020	15/09/2020
01/02/2020	29/02/2020	15/10/2020
01/03/2020	31/03/2020	15/11/2020

**PASSES/PTOS FOR LICENSED PORTES (SAHAYAKS)**

TYPE	FOR	CLASS	NO	VALIDITY
Compliment Admin Cheque Passes	Self & Spouse	Second/Sleeper	1	5Months
PTO	Self & Spouse	Second/Sleeper	2	5Months

**SPLIT PASS**

- When a Railway employee is unable to accompany his family he can avail pass for himself and a pass for family.
- Separate passes will be issued which will constitute a set. Such passes shall be issued within a period of one month.
- This facility is not applicable to retired railway employees.

**OTHER NOTES:**

- ✓ In case the Railway employee is not available to apply for a Privilege Pass or PTO being on TA duty or on temporary transfer to other place or on deputation or for any other reason, the family member or dependent relative as defined in these rules may apply for and be issued privilege passes/ PTO at their request.
- ✓ Privilege Pass/PTO is admissible to Railway servants during all kinds of leave, including extraordinary leave.

- ✓ Details of family members/dependent relatives should be furnished to the Pass issuing authority at least once in 5 years and change in the same should also be intimated as and when the same takes place.
- ✓ When the Railway servant himself or a member of his family or a dependent is blind in both eyes and has to travel alone on a privilege pass, one companion may be allowed to travel in the same class in which the blind person is travelling.
- ✓ Break of journey enroute shall be permissible on Privilege Pass at any stations as desired by the Pass holder.
- ✓ Pass-holders may travel in a class higher than that for which a pass is held on payment of difference in advance between the fare of the class of pass held and that of the higher class in which the pass holder intends to travel.
- ✓ Unmarried daughter even if earning is eligible for inclusion in the passes/PTOs issued to her father/mother who is/are both railway employees.
- ✓ If both husband and wife are railway servants and are entitled to passes and privilege ticket orders in their own right, they are eligible for passes and privilege ticket orders separately for the full number of sets and the class of passes and PTOs prescribed under the rules. Either of them can include the other in their passes or PTOs. Children are also permitted on passes/ PTOs both on the father and mother's account.
- ✓ All pass-holders and those traveling on Ticket exchanged in lieu of PTOs are exempted from payment of reservation charge, sleeper charges while traveling in 2<sup>nd</sup> class sleeper coaches and super fast train charges on certain mail/express nominated trains. First / A/First class pass holders or 1st Class ticket exchanged in lieu of PTOs or post- retirement complimentary first class pass can travel in AC sleeper coaches without payment of any surcharge.
- ✓ Passes are not admissible over the Nilgiri Railway during the months of April, May and June; except to Gazetted Officers of Railways.
- ✓ Passes and PTOs may be issued in favour of more than one legally married wife of a Rly. Servant provided that separate passes and/or PTOs are issued and counted against the Rly. Servant's Pass accounts..
- ✓ In cases when an employee is unable to accompany his family or dependent relative, he will be eligible for a pass for himself either to precede or follow his family or dependent relative either on outward or return journey or on both subject to production of evidence to the personal satisfaction of the pass issuing authority regarding the employee's inability to accompany his family or dependent relative. In such cases, the two outward and the two return journeys passes (i.e. one outward and one return for the family or dependent relative and one outward and one return for the employee) will constitute one set. A reasonable time limit not exceeding one month should be imposed between the issue of these separate passes.
- ✓ Validity of Passes/PTOs is 5 months. (RBE 41/2012).
- ✓ Entitled class as per the next higher LEVEL granted under MACPS Scheme. (RBE 5/2011).
- ✓ The validity of Pass is up to the date on which son attaining 21 years or 5 months if son's name not included. (RB Letter No. E(W)2008/PS/5-1/44 dated 15/01/2009.
- ✓ A separate pass may be issued for Attendant when Pass holder travels in Rajdhani Express, Shatabdi Express, Duonto Exp and Garibrath Express.

- ✓ Pass issuing authorities shall discontinue mentioning of the type of disability and shall indicate as PwD(RBE No. 89/2019 dated 03/06/2019).
- ✓ ISSUANCE OF DIGITAL MODE PASSES/PTOs for 7 KIND OF PASSES (RBE No. 24/2020 dated 21/02/2020)

### **POWERS OF THE GENERAL MANAGERS TO CONDONE IRREGULARITIES**

Except in cases of transfer and settlement passes issued to Railway servants, General Managers may condone the irregularities in the cases enumerated below.

1. Issue of higher class of Passes and Privilege Ticket Orders under misinterpretation of the extant rules.
2. Excess issue of Passes and Privilege Ticket Orders during a year.
3. Issue of more than one set of Passes before completion of five years service.
4. Inclusion of more than five members in a Pass/Privilege Ticket Orders when a dependent relative is included.
5. Inclusion of more than two dependent relatives in a Pass/Privilege Ticket Order.
6. Inclusion of sons and dependent brothers aged 21 years or over in a Pass/Privilege Ticket Order without the production of the necessary school or college certificate.
7. Issue of Passes for "Guardians" on school account when the son is aged 18\*\* years or above.
8. Inclusion of dependent relatives in Post-retirement Passes to retired Railway servants.
9. Inclusion of children in Post-retirement Passes to retired Class IV Railway servants.
10. Issue of Passes by a longer route.
11. Incorrect issue of a Pass by pass issuing authority for a period exceeding three months in the case of a single journey or 4 months in the case of return journey and its use by a Railway servant or his family after the period of availability.
12. Correct issue of a Pass by the pass issuing authority for a period not exceeding three months in the case of single journey and four months in the case of return journey and its use by a Railway servant or his family after the period of availability.

Note: The irregularity mentioned in item (12) above may be condoned by debiting an extra pass to the Railway servant's account.

### **LEVELS AS PER THE VII CPC PAY MATRIX**

<b>Existing Pay Bands</b>	<b>Existing levels of Grade Pay</b>	<b>New Levels [PLPM]</b>
<b>PB 1</b>	<b>1800</b>	<b>1</b>
	<b>1900</b>	<b>2</b>
	<b>2000</b>	<b>3</b>
	<b>2400</b>	<b>4</b>
	<b>2800</b>	<b>5</b>

<b>PB 2</b>	<b>3400</b>	<b>5A</b>
	<b>4200</b>	<b>6</b>
	<b>4600</b>	<b>7</b>
	<b>4800</b>	<b>8</b>
	<b>5400</b>	<b>9</b>
<b>PB 3</b>	<b>5400</b>	<b>10</b>
	<b>5700</b>	<b>10A</b>
	<b>6100</b>	<b>10B</b>
	<b>6600</b>	<b>11</b>
	<b>7600</b>	<b>12</b>
<b>PB 4</b>	<b>7600</b>	<b>12</b>
	<b>8000</b>	<b>12A</b>
	<b>8400</b>	<b>12B</b>
	<b>8700</b>	<b>13</b>
	<b>8700</b>	<b>13</b>
	<b>8900</b>	<b>13A</b>
	<b>9000</b>	<b>13B</b>
	<b>10000</b>	<b>14</b>
<b>HAG</b>		<b>15</b>
<b>HAG+</b>		<b>16</b>
<b>APEX</b>		<b>17</b>
<b>CABINET SECRETARY, DEFENCE CHIEFS</b>		<b>18</b>

-----COMPILED BY R.BALASUBRAMANIAN, EX COS/AISMA