

KINDS OF PASSES

METAL PASS	CARD PASS	CHEQUE PASS
METAL PASSES		
GOLD	SILVER	BRONZE

CARD PASSES	
DUTY CARD PASS	RESIDENTIAL CARD PASS
SCHOOL CARD PASS	PROVISION CARD PASS
ENGINE PASS	

CHEQUE PASSES	
PRIVILEGE PASS	DUTY PASS
TRANSFER PASS	SCHOOL PASS
PASSES FOR SPORTS PERSONS	MEDICAL PASS
EMERGENCY DUTY PASS	KIT PASS
PASS TO SCOUTS AND GUIDES	WIDOW PASS
POST RETIREMENT PASS	

Metal passes Gold pass

CRB, Railway Board members, FC, CCRS, GMs and other officers of equivalent status are entitled for Gold pass. Railway Board issues it. The Officer holding Gold pass can travel on duty by I AC throughout Indian Railways. They can take their family members also while on tour by availing two berths in I AC and two berths in I class.

Silver pass

All HODs and officers of equivalent status are entitled for Silver pass. Railway Board issues it. The Officer holding Gold pass can travel on duty by AC throughout Indian Railways. They can take their family members also while on tour by availing one berth in I AC and three berths in I class.

Bronze pass

Officers who are not entitled for Gold/Silver pass are given Bronze passes. It is issued by the respective Zonal Railways. It entitles the holder to travel on duty in a class other than I AC. They can take their family members also while on tour by availing four berths in a class other than I AC.

However JAGrade Officers drawing pay of Rs.14300/- or above can travel in I AC on duty. They can take their family members also while on tour by availing one berth in I AC and three berths in I class.

Card passes Duty card pass

DCPs are issued to the officers who are not issued with metal passes and to other officials who are required to travel frequently on duty. DCP is normally issued for a period of one year.

Residential card pass

RCP is issued to Railway servants over notified sections for travel from their place of residence to the place of duty and back. The period of availability for RCP is one year.

School card pass

School card pass is issued to the wards of the Railway servants to enable them to travel between the station nearer to their residence and station nearer to their school or college based on the certificates of school authorities. A maximum of 3 school card passes can be issued to a Railway servant at a time. Wards of the retired or deceased Railway Servant are eligible for school card pass till the end of the academic year in which the retirement or death takes place.

Provision pass

Provision pass is issued to the Railway servants working at wayside stations or for their attendants to go to the nearer market to purchase provisions required. The holder of the pass can carry 45kgs of provisions at a time. These passes are issued with the personal sanction of GM.

Routing of passes

- By direct and shortest route.
- By the longer route if the distance by longer route is less than the distance by shortest route plus 15% of the shorter route.
- Quicker route.
- Alternative routes.

Cheque passes

Cheque passes are issued on duty, privilege, transfer, school, retirement, and medical grounds. It can be availed either for an onward journey or for a return journey. In medical passes the attendant can travel in the same class along with the patient. Higher class pass is also given on medical grounds.

Entitlement for privilege passes and PTOs

Railway servants	Passes per year	PTOs per year
Group A & B	6 sets	4 sets
Special class apprentices	2 sets	4 sets
Group C & D	1 set up to 5 years and 3 sets beyond	4 sets

Category	Privilege pass & PTO	Duty Pass
Gazetted Officers A & B	Ist Class A pass	Ist Class A pass
Non gazetted Employees		
GP Rs 4200/- and above	Ist Class pass	Ist Class pass
GP Rs 2800/-	IInd Class A pass	IInd Class A pass
Gp 1900/- and above below 2800	One IInd class A pass in a year, remaining passes and PTOs of second/sleeper class	IInd Class A pass
GP Rs 1800/-	One IInd class A pass in a year, remaining passes and PTOs of second/sleeper class	Second class/sleeper class pass

Currency of Passes and PTOs

Single journey pass	5 months
Return journey pass	5 months
PTOs	4 months
Settlement pass	1 year from date of retirement
Kit and wagon pass	1 month from issue

Luggage allowance

Pass	Adult	Child
IA	140kgs	70kgs
I class	70kgs	35 kgs
II Class Pass	50kgs	25kgs
Attendant	50kgs	25kgs

One set of privilege pass may be issued in the last month of current year with currency of pass from 1st January of the next year in the next year account.

Unavailed passes of the previous year may be issued in the current year provided the validity is restricted up to 31st March and 30th April in the case of single and return journey passes respectively.

Passes and PTOs are issued to both husband and wife when both of them are Railway employees.

Unmarried female Railway servant can avail their passes and PTOs either in her account or in her parent's account. The option may be changed at any time provided the competent authority is satisfied that the change of option does not give undue advantage to her.

In respect of employees officiating in higher grade the passes and PTOs are allowed in the class and number to which they are entitled in the higher officiating posts, including the leave periods

provided it is certified that he would have continued to be officiating in the higher post but for the leave.

Not more than two dependants can be included in a privilege pass or PTO subject to the condition that the total number of persons in the pass or PTO is limited to five. If family members are only included in the privilege pass there is no restriction in regard to the number of persons to be included.

Passes on transfer account can be issued for self, family, dependent relatives including father who are wholly dependant on the Railway Servant and residing with him. Passes may be issued to the family and the dependent relatives to settle in a place other than the new station of the employee and he is eligible for separate pass to join duty at the place to which he has been transferred. There is no limit as to the number of persons to be included in the transfer pass.

Kit passes are issued to employees for the carriage of house holds from the old station to the new station or another station where the employee wants to settle his family.

School cheque pass is given to the wards of an employee who are studying at a station away from the Headquarters of the employee to join either of the parents during vacation. It is also issued for some more study related purposes. Guardian is included in school pass when issued to boys up to 18 years of age and girls of any age. It is issued up to 6 singles per year in the class in which the Railway servant is eligible on privilege account.

Settlement pass is given to the Railway servant at the time of his settlement to the place of his choice. It should be availed within one year from the date of retirement. There is no limit for the number of persons to be included in the pass.

Cheque passes are also issued on sports account. In such case if anyone of the member of the team is eligible for I class all other members of the team are also given I class pass.

Medical passes are issued on the recommendations of the Medical authorities for attending hospitals. An employee can be issued with higher class of pass on medical grounds with an attendant in the same class at the discretion of the medical authority.

Emergency duty Pass is issued to the employees to perform official duties on emergency. Supervisory officials are authorised to issue EDP.

Widow pass

Widow pass scheme came into force from 12.03.1987. All Railway Servants who have been appointed on or after 12.03.1987 are automatically covered under the scheme. Employees who were in service on 12.03.1987 were given a chance to opt for the scheme by surrendering two sets of PTOs. Widow pass scheme is also applicable to widowers.

The widow pass scheme has now been extended to employees appointed prior to 12.3.1987 on payment of Rs.250/-. Widow passes are allowed at the rate of half the quantum of retirement eligibility. In the case of a Railway servant who dies while in service with lesser service, it will be deemed that the employee has completed the minimum required service for grant of post retirement pass and widow passes are issued accordingly.