

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	Privege 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.