



T. No: \_\_\_\_\_ HRMS ID: \_\_\_\_\_

**DECLARATION FOR FAMILY MEMBERS AND DEPENDENTS REQUIRED FOR  
ISSUE OF PASSES&PTO'S AS DEFINED UNDER IRCA CONFERENCE YEAR-2025**

1	Name of the Employee in Full	:		
2	Designation	:		
3	Office/Station	:		
4	PF No./BU No.	:		
5	Pay Band/Level	:		
6	Present Basic Pay	:		
7	Date of Birth	:		
8	Date of Appointment	:		
9	My father is alive/not alive	:		
10	Previous pass account maintained in the Office.	:		
11	I am Married/Un-married	:		
12	Mobile No.	:		

**Details of family members/Dependent Relatives for whom Pass/PTO's required.**

S.no	Name	Relationship	Date of Birth	Aadhar no.
01				

**DEPENDENT RELATIVES:-**


(Attendant if any)

**NOTE:** Date of Birth to be furnished in variably for son 21years and above.

I hereby declared that all the above mentioned members residing with and arewholly dependent on me.

Passport Size photo	Passport Size photo	Passport Size photo	Passport Size photo
Self			

## DEPENDENT RELATIVES:-

Passport Size photo	Passport Size photo	Passport Size photo	Passport Size photo

1. No Brothers / Sisters of mine working in the Railway are obtaining privileges / PTO's for the above dependent members.
2. The un – married Daughters / Sisters mentioned above who are working in Railway are not avail privilege passes / PTO's in their account.
3. The above dependents (as showing in "B" above) are not having any independent source of Income or more / that 15% of my implements or Rs. \_\_\_\_\_ /- per month whichever is more inclusive of temporary increase in pension and pension equivalent of DCRG benefits from time to time

### Witness:

1. Signature:  
Name :  
Designation:  
T. No:

Signature:  
Name of the Employee:  
Designation: \_\_\_\_\_, T.No \_\_\_\_\_  
Date: \_\_\_\_\_

2. Signature:  
Name:  
Designation:  
T.No:

ATTESTED BY IMMEDIATE  
SUPERVISOR

## Eligible members as defined under IRCA conference

- a) Family Members:-  
Wife/Husband unmarried and widowed Daughters/Sons under 21 years student son 21 year above, subject to production bonafide certificates from one recognized educational Institutes every academic year beginning in July.
- b) Dependent Relations:-  
Applicable when father is not alive, Widowed mother, un-married and widowed sisters not having any brothers above 21 years, brothers under 21 years above subject to production of bonafide certificate from the recognized educational Institutes every academic year beginning in July.
- c) Attendant:-  
Means, one employee on a salary in the service of the personal service of the employee i.e. whole time domestic servant such as cook, Ayah but does not include a tutor, Dhobi etc, or any relative or the employee in the capacity of servant.