

**भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)**

No. E(W)2019/PS5-6/6

New Delhi, dated 08.03.2019

The General Managers (P)  
All Zonal Railways & PUs.

**Sub:** Enhancement of the number of Privilege Ticket Order (PTO) and extension of validity of 'Complimentary Admin' Cheque Pass admissible to Sahayaks (Licensed Porters).

**Ref:** (i) Board's letter No. E(W)2004/PS5-6/74 dated 01.09.2004.  
(ii) Board's letters No. E(W)96/PS5-6/58 dated 17.03.1999 & 07.07.1997.

The extant facilities of one Set 'Complimentary Admin' Cheque Pass and one Set PTO being issued to Sahayaks, who are duly registered and authorized by the Railway administrative to work as Sahayak (Licensed Porter) at Railway Stations, in terms of Board's letters cited under reference have been reviewed and the Ministry of Railways have now decided to enhance the facilities as follows:-

Facility	Class	No. of Sets in a Calendar year	Validity of Pass/PTO
Privilege Ticket Order (PTO) for self & spouse of Sahayak.	Second/Sleeper	Two	5 months
'Complimentary Admin' Cheque Pass for self & spouse of Sahayak.	Second/Sleeper	One	5 months

2. The 'Complimentary Admin' Cheque Pass/PTO will be issued for travel from the station of working of the Sahayak to any Station in India and back. Break journey will be allowed as per rules applicable to Second/Sleeper Class ticket holders. The Pass/PTO will be issued by the respective Railway Station Director/Station Master under whose administrative control the Sahayak is working. Full details of passes issued to the Sahayaks including name, badge number, identity card number, date of issue of pass, station from and to, signature of the concerned Sahayak etc. will be maintained by the respective Stations. It will also be ensured that this facility is not granted more than admissible and a monthly return indicating complete details of Passes/PTOs issued will be furnished to the respective DRM's office by the Station Directors/Station Masters.

3. While travelling on the authority of the 'Complimentary Admin' Cheque Pass/PTO, the holder must carry the Identity Card issued by the Railway and produce the same on demand. The Pass/PTO shall bear an endorsement to the effect that the Pass/PTO shall be valid subject to the production of the Identity Card.

4. It should be made clear to the Sahayaks at the time of issue of Pass/PTO that misuse of the facility will render them liable for cancellation of the license.

5. Necessary instructions may be issued to all concerned, including PRSs, immediately. Strict vigil may be kept to prevent misuse of this facility, through checks by Ticket Checking staff. Inspecting officials of Personnel, Accounts and Commercial Departments should also check the relevant records at the Stations and scrutinize monthly returns in DRM's office.

6. This issues with the concurrence of Finance Directorate of Ministry of Railways.

*V. Muralidharan*  
(V. Muralidharan)  
Dy. Director Estt. (Welfare)-I  
Railway Board

No. E(W)2019/PS5-6/6

New Delhi, dated 08.03.2019

Copy to :-

The Deputy Comptroller and Auditor General of India (Railways), Room No. 224,  
Rail Bhavan, New Delhi.

*F.C.R.*

for Financial Commissioner/Railways

Copy forwarded to:-

- (i) EDPM, Railway Board : For information and communicating the details of this facility to CRIS, PRS, ticket checking staff and field units.
- (ii) Director (GA) : For information.