

**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

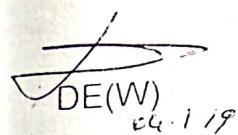
Copy forwarded to:-

- (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.

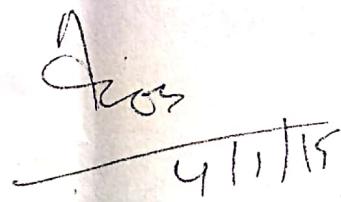
D.G. (Personnel) Office  
Encl No. 510468  
Date 4/1/19

A note dated 14.11.2018 of EDPM coordinating MR's Dashboard Item regarding Licensed Porters (Sahayak) is enclosed wherein he had sought E(W)'s comments on item for Pass facility. Comments of E(W) on Pass facility has also been sent to EDPM on 15.11.2018. Accordingly, Coordination in respect of facilities to Licensed Porters (Shayak) is being dealt with by Commercial Dte.

May kindly see for information.

  
DE(W)  
04.11.19

EDE(IR)

  
AOS  
4/1/19

DG(Pers.)

For remarks about medical facilities

  
22 Nov 19

MS

ED/Health

SN. 7

- 2 -

E-office No.493251

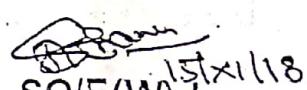
Commercial Dte vide their note at pre-page have forwarded MR's Dashboard item regarding request of Sahayak (Licensed Porters) for extension of validity period of Complimentary 'Admn' Cheque Pass from 2 months to 6 months and sought brief in this regard so that reply to the item may be updated on the Dashboard.

2. In this context, it is submitted that pursuant to the then MR's Budget Speech in 1997, the facility of one set of Complimentary 'Admn' Cheque Pass to Licensed porters for self only was allowed on complimentary basis (F/A). Generally, Complimentary 'Admn' Cheque Passes are issued only with 10-15 days validity. However, this normal validity period already stands relaxed in case of Sahayak as they are issued Complimentary 'Admn' Cheque Passes with two months validity period instead of 10-15 days. It has also been kept in view that Sahayak are not railway employees and are not in receipt of any salary/pension from Railways. Since, there is no employee-employer relation between them and the Railways, they are not under the purview of Disciplinary Rules of Railways which can be invoked against misuse of such passes. Accordingly, further relaxation in this regard is not feasible.

  
15/11/18

~~DDE(W)-I~~

V.   
15/11/18

  
15/11/18  
SO/E(W)-I

DE(W)

EDE(IR)

EDPM

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)

No. E(W) 2004 PS 5-6/74

New Delhi, dated 1-09-2004

The General Managers,  
All Zonal Railways & PUs

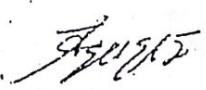
Sub: Extending the facility of privilege pass to spouses  
of licensed porters.

Instructions were issued vide Board's letter number E(W)96 PS 5-6/58 dated 7.07.1997 to grant one set of complimentary cheque pass in II/Sleeper class for self only to Licensed Porters who are duly registered and authorised by the Railway administration to work as Porters at Railway Stations, from the station of duty to any station on Indian Railways and back. Subsequently instructions were issued vide letter No. E(W) 96 PS 5-6/58 dated 17.03.1999 to provide facility of one set of Privilege Ticket Order in II/Sleeper class every year to Licensed Porters for self and spouse, for travel from the station of working to any station in India and back.

It has now been decided that the facility of one set of complimentary pass in Second /SL class available for self only to Licensed Porters from the station of their working to any station on Indian Railways and back in terms of Board's letter dated 7.07.1997 referred to in para '1' above should be extended to the spouse of the porter also.

The terms and conditions for issue of complimentary cheque pass, its validity, etc., as laid down in Board's letter No. E(W)96 PS 5-6/58 dated 7.07.1997 will remain same.

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

  
(Vidya Dhar Sharma)  
: Desk Officer Estt. (Welfare)  
Railway Board.

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

RBE NO. 55/99

No. E(W)96PS5-6/58

New Delhi, dt. 17.03.1999

The General Managers,  
All Zonal Rlys. & PUs.

Sub: Grant of one set of privilege ticket order per year to  
Licensed Porters

Instructions were issued vide Board's letter of even number dated 07.07.1997 to grant one set of complimentary cheque pass in II/Sleeper class for self only to Licensed Porters who are duly registered and authorised by the Railway administration to work as Porters at Railway Stations.

In addition to the above facility, Ministry of Railways have now decided to provide facility of one set of Privilege Ticket Order in II/Sleeper class every year to Licensed Porters, for self and spouse, for travel from the station of working to any station in India and back. This Privilege Ticket Order will enable Licensed Porters to travel with spouse by paying only one third fare. Break journey will be allowed as per rules applicable to Second/Sleeper Class ticket holders. The PTO shall be valid for a period of two months from the date of issue.

It should be made clear to the Licensed Porters at the time of issue of such P.T.O. that misuse of the facility will render them liable for cancellation of the licence.

For obtaining the P.T.O., the concerned Licensed Porters will apply to the Station Master under whose administrative control they are working. The Station Master will maintain full details of PTO granted to individual Licensed Porters, including name, badge number, Identity Card Number, date of issue of PTO, station from and to, signature of the concerned porter etc. and ensure that this facility is not granted more than once in a year. After issue of PTO, a monthly return indicating the above details will be furnished to the concerned DRMs office by the Station Masters.

While travelling on the authority of the Privilege Ticket Order, the holder shall, at all times, carry his identity card and produce it on demand. The PTO shall bear an endorsement to the effect that the PTO shall be valid subject to the production of the identity card.

Contd. .... 2/-

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 station and scrutinise monthly returns in DRM's office.

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

*P.N.Kumaran*  
(P.N. KUMARAN)  
Dy. Director Estt.(Welfare)  
Railway Board

Copy to :

MoAI (Railways), Mathura Road, New Delhi (with 40 spares)

*P.N.Kumaran*  
Financial Commissioner

Copy forwarded to :-

1. The GM N.E. Railway (Const.), CAO<sub>E</sub>, Southern Railway (Const.) and Central Railway (Const.)
2. The FA & CAOs, All Indian Railways, Production Units, N.E. Railway (Const.) and Southern Railway (Const.)
3. The Director General, RDSO/Lucknow
4. The General Manager and FA & CAO, Metro Railway/Calcutta
5. The General Manager and FA & CAO, COEMOW/New Delhi
6. The General Manager and FA & CAO, CORE/Allahabad
7. The Principal, Railway Staff College/Vadodara
8. The CAO (Const.), MTP(R)/Mumbai
9. The CAO (Const.), MTP(R)/Chennai
10. The Director, CAMTECH/Gwalior-474020
11. The Director, IRICEN/Pune, IRIEN/Nasik Road, IRIMEE/Jamalpur, IRISET/Secunderabad
12. The Managing Director, RITES, IRCON, IRFC, CONCOR of India Limited, Executive Director, CRIS
13. The Chairman and Managing Director, KRC Limited/New Delhi
14. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organization for Telecom (IRCOT) Consultancy, Shivaji Bridge/New Delhi
15. The Director (Government), Railways/Cab
16. The Director, IRIS (Chennai), RDSO, Ltd
17. The Joint Director, MTRail, Ministry of Railways
18. The Joint Director, Non-Electrified Lines, Central Railways, Mumbai
19. Chief Mining Advisor, Ministry of Railways, Bangalore, India
20. The Chairman, IRCC, Lok Sabha Secretariat, Delhi

भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)

No. E(W) 2004 PS 5-6/74

New Delhi, dated 1-09-2004

The General Managers,  
All Zonal Railways & PUs

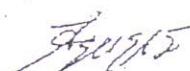
Sub: Extending the facility of privilege pass to spouses  
of licensed porters.

Instructions were issued vide Board's letter number E(W)96 PS 5-6/58 dated 7.07.1997 to grant one set of complimentary cheque pass in II/Sleeper class for self only to Licensed Porters who are duly registered and authorised by the Railway administration to work as Porters at Railway Stations, from the station of duty to any station on Indian Railways and back. Subsequently instructions were issued vide letter No. E(W) 96 PS 5-6/58 dated 17.03.1999 to provide facility of one set of Privilege Ticket Order in II/Sleeper class every year to Licensed Porters for self and spouse, for travel from the station of working to any station in India and back.

It has now been decided that the facility of one set of complimentary pass in Second /SL class available for self only to Licensed Porters from the station of their working to any station on Indian Railways and back in terms of Board's letter dated 7.07.1997 referred to in para '1' above should be extended to the spouse of the porter also.

The terms and conditions for issue of complimentary cheque pass, its validity, etc., as laid down in Board's letter No. E(W)96 PS 5-6/58 dated 7.07.1997 will remain same.

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

  
(Vidya Dhar Sharma)  
Desk Officer Estt. (Welfare)  
Railway Board.

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 Board's office.

P. N. Kumaran  
( P. N. KUMARAN )  
Dy. Director/Estt. (Welfare)

NO. E(W)96PS5-6/58

7.07.97

Copy to:

1. CCMs of Zonal Railways.
  2. FA&CAOs, All Indian Railways.
  3. General Secretary, IRCA, New Delhi.

P.N. KUMARAN  
( P.N. KUMARAN )  
Dy. Director/Estt. (Welfare)

NO. E(W)96PS5-6/58

7.07.97

Copy to: ADAI(Railways) New Delhi with 36 spares.

## for Financial Commissioner/Railways

No. E(W)96PS5-6/58

7.07.97

Copy to: 1. The General Secretary, NFIR/3 Chelmsford Road, New Delhi. (35 spares)  
2. The General Secretary, AIRF, 4/State Entry Road, New Delhi (35 spares)  
3. All Members of National Council,  
Departmental Council.

for Secretary Railway Board,

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
( RAILWAY BOARD )

No.E(W)96PS5-6/58

New Delhi, dt. 7.07.97

The General Managers,  
All Zonal Railways and PUs.

**Sub: Grant of one set of complimentary pass per year to Licensed Porters (Coolies).**

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Ministry of Railways have decided to grant one set complimentary cheque pass in Second/Sleeper Class for self only to Licensed Porters (Coolies) who are duly registered and authorised by the Railway Administrations to work as Porters at Railway Stations. The Complimentary cheque pass will be admissible to the licensed porters for one journey in a calendar year from the station of duty to any station on Indian Railways and back. Break journey will be allowed as per rules applicable to Second/Sleeper Class ticket holders. The pass shall be valid for a period of two months from the date of issue.

2. It should be made clear to the Licensed Porters(Coolies) at the time of issue of such passes that misuse of the facility will render them liable for cancellation of the licence.

3. For obtaining the pass, the concerned Licensed Porters will apply to the Station Master under whose administrative control they are working. The Station Master will maintain full details of passes granted to individual Licensed Porters, including name, badge number, Identity Card Number, date of issue of pass, station from and to, signature of the concerned porter, etc. and ensure that this facility is not granted more than once in a year. After issue of passes, a monthly return indicating the above details will be furnished to the concerned DRM's office by the Station Masters.

4. While travelling on the authority of the complimentary cheque pass, the pass holder shall, at all times carry his identity card and produce it on demand. The pass shall bear an endorsement to the effect that the pass shall be valid subject to the production of the identity card.

5. Necessary instructions may be issued to all concerned, including PRSSs, immediately. Strict vigil may