

PASS RULES

DEFINITIONS

FAMILY MEANS-

- Wife or husband whether earning or not.
- Unmarried daughters provided she is residing with and wholly dependant on the employee.
- Sons below 21 years of age.
- The age limit will not apply to bonafide students of recognized institutions, Research scholars not in receipt of stipend, Invalid and Articled clerk under Chartered Accountants.

DEPENDENT RELATIVE WHEN FATHER IS NOT ALIVE-

- Widowed mother residing with and wholly dependant on the employee.
- Unmarried or widowed or divorced sister.
- Brothers below 21 years of age.

The age limit will not apply to bonafide students of recognized institutions, Research scholars not in receipt of stipend, Invalid and articled clerk under Chartered Accountants.

GUARDIAN MEANS :- An adult family member or a dependent relative or paid nurse or a governess or an attendant.

ATTENDANT MEANS:- A person exclusively employed on salary in the personal service of the employee.

WHOLLY DEPENDENT MEANS:- A person who does not have an income of more than basic pay of the employee or Rs. 3500/-.

PASS MEANS:- An authority given by Railway to a person permitting him to travel by train freely.

PTO MEANS:- An authority issued in favour of a Railway servant to be exchanged for a passenger ticket on payment of 1/3rd of the actual fare.

SINGLE JOURNEY PASS MEANS:- A pass issued from starting station to a destination station.

A SET OF PASS MEANS:- A pass issued to an employee or his family or both for one outward and one return journey.

YEAR MEANS: - A calendar year

KINDS OF PASSES		
METAL PASS	CARD PASS	CHEQUE PASS

METAL PASSES		
GOLD	SILVER	BONZE

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

CHEQUE PASSES	
PRIVILEGE PASS	DUTY PASS
TRANSFER PASS	SCHOOL OR SCHOLAR PASS
PASSES FOR SPORTS PERSONS	MEDICAL PASS
EMERGENCY DUTY PASS	KIT PASS
PASS TO SCOUT 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 1 AC throughout Indian Railways. They can take their family members also while on tour by availing two berths in 1AC and two berths in 1st class.

SILVER PASS:- All HODs and officers of equivalent status are entitled for Silver pass. Railway Board issues it. The Officer holding silver pass can travel on duty by AC throughout Indian Railways or along with his family in any class other than 1st AC or in 1st Class on payment of 1/3rd of the difference of the fare between 1st AC and 1st class for his family subject to utilizing a maximum of four berths. JAG officers drawing pay of Rs.14300 or above can travel on duty throughout IR. They can travel with family in 1st AC on payment of 1/3rd of the difference of the fare between 1st AC and 1st class. They can however, avail maximum of four berths

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 1 AC. They can take their family members also while on tour by availing four berths in I class or 2 AC.

CARD PASS

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 authority. 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 the nearer market to purchase provisions required. The holder of the pass can carry 45 kgs 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 distance by shortest route plus 15% of the shorter route.
- Quicker route
- Alternative route.

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

CLASS OF PRIVILEGE PASS AND ELIGIBILITY

S.No.	Category	Type of Privilege Pass & Privilege Ticket Order	Type of Duty Pass
1.	Group 'A' & Group 'B' [Gazetted]	Ist Class 'A' Pass	Ist Class 'A' Pass
2.	Non-Gazetted employees: [i] In Grade pay 4200 & above	Ist Class Pass	Ist Class Pass
	[ii] In Grade pay 2800	IInd Class 'A' Pass*	IInd Class 'A' Pass*
	[iii] In Grade Pay 1900 and above but below Grade Pay 2800	One IInd Class 'A' Pass* in a year, remaining passes and PTOs of Second/Sleeper Class	IInd Class 'A' Pass*
	[iv] Employees in Grade Pay 1800/-	One IInd Class 'A' Pass* in a year, remaining passes and PTOs of Second/Sleeper Class	Second/Sleeper Class Pass

* Note: In terms of the extant instructions, the holder of II Class 'A' pass shall be entitled to travel by AC-3 tier class in trains other than Rajdhani/ Shatabdi/ Duronto Exp. Trains. IInd Class 'A' Pass is of yellow colour.

In all other respects, the provisions of the Railway Servants [Pass] Rules, 1986 [Second Edition, 1993] will apply.

The Railway employees who are already entitled to Ist Class Passes, shall continue to draw Ist Class Passes, irrespective of their eligibility in terms of these orders.

CURRENCY OF PASSES AND PTOs

Single journey pass	3 months
Return journey pass	4 months
PTOs	3 months
Settlement pass	2 months
Kit and wagon pass	1 month

LUGGAGE ALLOWANCE

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

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 and debitable to next year account.

Un availed 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 daughters of railway servant have to submit a declaration stating whether she is availing the passes and PTOs on her account or on 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 may be 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 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 regarding 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 shift 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 recognized 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 servants at the time of his final settlement to the place of his choice. It should be availed within one year from the date of retirement. There is no limit for 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 authorized 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 12.03.1987 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.

POST RETIREMENT COMPLEMENTARY PASSES- Post retirement complementary passes are issued after the retirement of the Railway Servant. Service for PRCP means only Railway Service, but service weightage allowed in VR is taken as Railway service. In the year of retirement the number of passes issued to the retired employee is limited to the total number of passes admissible to him while in service. PRCP is admissible at the following rates-

Group A & B	Those completed 20 years but less than 25 years of service.	2 sets
	Those completed 25 years of service or more.	3 sets
Group C	Those completed 20 years but less than 25 years of service	1 set
	Those completed 25 years service or more.	2 sets
Group D	Those completed 20 years of service or more.	1 set

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