





THE RAILWAY SERVANTS (PASS)RULES 1986



(1) These Rule may be called the Railway servants
(Pass) Rules, 1986

1. (2) They shall apply to all railway servants under the
administrative control of the Ministry of Railway
(Railway Board) but shall not apply to :-

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- (i) an apprentice engaged under the Apprentices Act:
 - (ii) a person in casual employment or employed on daily wages:
 - (iii) any person under the administrative control of the Ministry of Railway who by a general or special order is, excluded from the facilities of Pass or Privilege Ticket Order under these rules.



2. Definitions : In these Rules, unless the context otherwise requires:

(i) Adopted child means a child for whom there is satisfactory proof of adoption

(ii) Attendant:- means a person exclusively employed on salary in the personal service of Railway Servant.

3) Family includes :

- (i) Spouse of a railway servant whether earning or not
- (ii) Son or sons who have not attained the age of 21 years and are wholly dependent on the railway servant.
- (iii) Son or sons of the age of 21 and above who are :
 - a) bonafide students of any recognized educational institution
 - b) engaged in any research work and do not get any Scholarship/ Stipend;
 - c) invalid, on appropriate certificate from Railway Doctor.
- (iv) Unmarried daughter of any age whether earning or not



(v) Widowed daughter provided she is dependent on the railway servant;

(vi) legally divorced daughter who is dependent on the railway servant;

2. " Recognized educational Institution" for the purpose of these Rules means any school, college, university or institution recognized by the Government for imparting education or training in any discipline, viz. General, technical or professional.

KINDS OF PASSES

- 1) Duty Pass: A railway servant may be issued a duty pass for performing journey while on duty.

Types of Duty Passes:-

- A) Gold Pass: This Pass is issued to the Chairman, Railway Board, Members, Financial Commissioner and the General Managers on Indian Railways, Production Units and Chief Commissioner for Railway Safety and all Heads of Institutions. Gold Pass holder can have (a) 2 Berths in I AC Class and 2 berths in AC Sleeper/First Class; or
- (b) Not more than 4 berths in AC Sleeper/First Class or
- (c) First AC Coupe (2 berths) even when travelling alone and can also take his family members in the coupe



ELIGIBILITY FOR RAJDHANI/SHATABDI TRAINS

First AC Coupe even while travelling alone and can take his/her family members in the Coupe by Rajdhani Express. Or

4 Seats in Executive Class/Chair Car.

(B) Silver Pass: This Metal Pass is issued to all Senior Administrative Grade Officers. Entitles the holder to travel alone in any class or along with his/her family in any class other than First AC Class or Along with his/her family in First AC Class on payment of 1/3rd difference of fare between 1st AC Class and AC Sleeper Class for his/her family or one Berth in First A.C.Class for the pass holder and AC Sleeper Class for his/her family subject to reserving a maximum number of four berths.

ELIGIBILITY FOR RAJDHANI/SHATABDI TRAINS

One berth in First AC Class for self and one extra berth for the eligible family member on payment of 1/3rd difference of fare between 1st AC Class and 2 AC Class of Rajdhani Exp.Trains or


One berth in First AC Class for self and one berth in 2nd AC Class for the eligible family member or

Two berths in 2nd AC Class or

Four berths in 3 AC Class.. Or

2 Seats in Executive Class or

4 Seats in Chair Car.



(C) Bronze Pass: It entitles the holder to travel in any class other than First AC Class along with his/her family, subject to reserving a maximum number of four berths.


ELIGIBILITY FOR RAJDHANI/SHATABDI TRAINS

One berth in 2 AC Class for self and one berth for the eligible family member on payment of 1/3rd difference of fare between 2nd AC Class and 3rd AC Class of Rajdhani Exp.Trains or

Two berths in 3rd AC Class

or

2 Seats in Chair Car by Shatabdi Train.



(a) Cheque Pass: It is issued to individuals whenever the occasion arises to proceed on duty. Duty passes to the Gazetted Officers will cover their wife/husband and minor sons and daughters but they are permitted to reserve only two berths or coupe.

2. Privilege Pass: These are the passes issued to the serving employees and include passes issued on School account. These passes are debited to the pass account of the individual employee.

(a) Group "A" & "B" (Gazetted Officers): This category of staff are entitled for First Class 'A' pass white in colour. They are entitled for 6 sets of passes and 4 sets of PTOs during the calendar year and enjoy to travel in any class other than ACC 1st Class, in any train other than Rajdhani Express, with 140 kg. of luggage for each adult member and 70 kg. for each child, with one attendant in second class and can travel in 1st Class ACC on payment of 1/3rd of difference between the fare of 1st Class and 1st Class ACC.

(b) Group "C" They are granted one set of pass upto the end of 5th year of service and 4 sets of PTOs during the calendar year.



(C) Group "D" This category of staff are entitled for second class pass and eligibility of passes and PTOs are the same as mentioned for group "C" above.

Note : 1 Not more than two dependents can be included in pass/PTO subject to the condition that the total number of persons in the pass PTO shall not exceed five. This limit will not apply if only family members are included in the pass/PTO. A dependent relative in relation to a Railway servant shall be deemed to be wholly dependent on railway servant only if/his/her income from all sources including pension, dearness relief does not exceed 15% of basic pay p.m. or the amount arrived at by adding minimum pension/family pension of Rs.3500/- , whichever is more.



VALIDITY


Privilege pass for both single journey & return journey shall be valid for four months from the date of issue. PTO for outward and return journey shall be valid for three months.

2. Passes/PTO shall be issued for journey from starting station to destination station as desired by railway servant, via. Direct route, provided that a longer route may be permitted on the passes and PTOs if :

(i) two alternative routes are available for destination, for example Bombay to Calcutta via Nagpur or Via Allahabad and Bombay to Delhi by Central Railway or by Western Railway- such passes may be permitted by either route irrespective of the distance involved; or


(ii) the distance to destination via a longer route preferred by railway servant does not exceed 15% of the distance via the direct route; or

(iii) The longer route to destination is quicker than the direct route irrespective of distance involved

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2. Break journey is permitted only where it is mentioned on pass and an endorsement is to be taken on the back of pass from the station where the journey is broken.
 3. If both husband and wife are railway servants, passes are granted to both of them on each other's account.
 4. Apprentices are also entitled for passes as admissible to Railway employees but the passes are not issued to the families of apprentices.
 5. Passes issued to railway servants should be made available by Mail/Express trains irrespective of any distance.


2. School Passes: School passes are issued to each student member of the family who is dependent on railway servant on production of a certificate from the recognized institution where the student is studying away from the headquarters of the railway servant. Student sons/daughter of railway servant in receipt of stipend as distinct from merits/means scholarship, will not be admissible for school pass if they are above 21 years of age.

The passes are issued between place at which either parent is residing to school/college and back when recognized vacations of not less than 3 days consecutive duration or closure of institution due to unforeseen circumstances.




Three sets of passes or six half sets are admissible for every child in a calendar year, and are in addition to privilege passes. The school passes issued are debited under the heading 'On School Account'.

Such passes can also be issued to a place other than the residence of either parent and back provided the length of such journey does not exceed the distance from the school/college and either parent's residence.



A parent or a guardian may be included in school pass in which a girl of any age or a boy under 18 years age. For return journey for parent or guardian or paid nurse to the station from which journey commenced, a separate pass may be issued in the class to which the employee is eligible, if guardian be an attendant he will be issued only IInd class pass.



2. Post -Retirement Passes: An employee who has retired from service and who was eligible for passes while in service may be granted passes for himself and his family (wife and children only), Group 'D' employee is eligible for passes for self and wife only and not children. The Class of the pass to be given, would be the Class he was enjoying while in service. The passes are admissible on the following scale:

Category	No. of sets of passes
(i) Gazetted Staff (Group A & B) (a) 20 years' service and more, but less than 25 years service. (b) 25 years' service and above	2 Sets p.a. 3 Sets p.a.
(ii) Class III Staff (Group 'C'): (a) 20 years' service but less than 25 years service. (b) 25 years' service and above	1 Set p.a. 2 Sets p.a.
(iii) Class IV Staff (Group) 'D' Not less than 20 years' service.	One set of pass every year irrespective of the date of retirement for self and wife.

(a) Any retired railway servant or his/her spouse covered under RELHS and who is suffering from Cancer or major renal problem or serious heart ailment is eligible for the issue of special pass on medical ground.

(b) The pass will be issued to them in the event of their referral to Zonal Headquarters Hospital for necessary check up, assessment and treatment from the place where they have settled to the station where zonal Headquarters Hospital is located and back.

(c) The pass will be issued to them from the zonal Headquarters Hospital in the event of their Inter-zonal referral for specialized treatment for places where such specialized Railway Hospitals are located and also to the Government Hospital wherever referred.


(d) Pass will be issued for the Class of entitlement of the railway servants for Post-Retirement Complimentary Passes.

Complimentary Passes to Widows:

The widows of the Railway Servants who were in railway service prior to 12.3.87 will be eligible for complimentary widow pass subject to the condition that they make a one-time payment of RS. 250/- as notional value of two sets of PTOs.

A family identity card duly fixing the passport size photograph of employee retiring, his spouse and each dependent child duly attested may be furnished to the retiring employee, so as to enable his spouse to produce as identity, in the event of death of her husband.

Note :- The widows are permitted to draw complimentary passes from the Railway Offices located in or near their place of residence.



2. Residential Card Pass : Residential Card passes are issued to those railway servants who live away from the place of work and have to travel to their place of work where this facility was in vogue prior to 14.1.1953.

Note : No attendant is allowed in Residential Card Pass.



2. Special Passes : A Special pass may be issued to family members or dependent relatives on :

(a) Medical grounds

(b) Sports Account


(c) For Scouting activities

(d) Cultural functions.


(e) Physical handicapped persons.

(f) Passes to staff of Railway Co-operative Society/Bank, SBF

(g) On any other occasion which the department or Railways or Railway Administration deems fit.



(a) Passes on Sports Account: For participating in tournament and inter-Railway contests organized by Railway Sports Control Board/Railway Administration or recognized by the State Associations should be issued passes of class of entitlement of the railway servant on privilege. A higher Class pass not higher than 1st Class may be issued to a team when at least one member of the team is ordinarily entitled to travel by the higher class. Railway servant traveling with a team as official or coach may be issued special pass. The pass shall, however, not be valid for travel by Rajdhani/Shatabadi Trains.



(b) For attending Courts. A Railway servant who is summoned to give an evidence in a criminal/civil suit, a trial before a Court Martial or proceedings to which Government is a party or a departmental enquiry held by a properly constituted authority may be granted duty pass, provided the facts to which he has to give evidence have come to his knowledge in the discharge of his public duties.

(c) Passes to physically handicapped railway employees:

(i) When a blind railway servant travels alone, one attendant in the same class in which he travels, should be allowed.

(ii) Wheel chair or Tricycle may be allowed on privilege pass when it is certified by DMO that it is necessary for him to carry.

(iii) A higher-class pass (First Class) may be issued to physically handicapped employee and an escort may be included in the same pass provided it is recommended by CMD. Such employee will get only one set pass per year even though he is entitled for 3 sets.



The disability can be:

- (i) Not having one/two hands
- (ii) Not having one leg above or below knee
- (iii) Not having both the legs and using artificial limbs, and
- (iv) Lost the function of legs and has to walk with the support of hands.

These orders would be deemed to be valid during the period the employee is in service


Luggage Allowance:

The following luggage allowance is admissible for the various Classes.

Per adult


1. ACC/First Class 'A' /Ist Class white = 140 K.G.
2. First Class = 70 K.G.
3. Second Class = 50 K.G.
4. Attendant of Pass holder = 50 K.G.

Each child over 3 years and under 12 years of age shall be entitled to 50% of the above luggage allowance.




The maximum quantity of luggage that can be carried by a passenger in his own compartment should not exceed the following.

1. Air - Conditioned Class = 150 K.G.
2. 1st Class/A.C. Sleeper = 100 K.G.
3. AC Chair Car` = 40 K.G.
4. Second Class = 70 K.G.



Railway servants are allowed to carry Television Set as part of their personal luggage on their free pass but the weight of Television Set is to be charged at uniform rate of 25 Kilograms per Television set, adjustable with the permitted free luggage allowance admissible on passes. A specific endorsement may be made in the pass accordingly.



Grant of complimentary passes to non-Railway men/ Organization not connected with the railway working while are not "customary", i.e. for which no definite rules or orders exists, are to be referred to Railway Board for sanction.

Any special complimentary passes which are "customary" i.e. to non-Railwaymen/Organisation like members of Committees, viz. Railway Users Consultative Committees and Sub-Committees thereof, the Passenger Amenities Committees, etc., which may be issued by General Manager, should not be a class higher than the First Class. Such passes should be without attendant in Second Class.

(i) Passes to Railway servants under suspension.

Passes and PTOs may be issued to Railway servant under suspension, in exceptional circumstances and not as matter of course when the Railway servant is permitted to leave the station by an authority not lower than the authority which suspended him. The scale is as under:-

Group A & B-

(a) Passes: Three sets provided that if in the pass account of the officer for the year more than half the number due to him has been availed of, no further pass can be given. If the officer is subsequently retained in service after release from suspension, the passes issued to him during the period of suspension shall be debited to his account.

(b) PTOs :- Not more than two sets per year reduced by a number of PTOs already availed of.

Group C&D:-

(a) Passes: - Not more than one set of pass, provided that if in the pass account for the year only one set of pass remains to his credit no pass can be issued. If the officer empowered to grant the pass considers that circumstances warrant such relaxation, may grant two single journey passes instead of one set. If the employee is retained in service after release from suspension the pass issued to him during the period of suspension shall be debited to his account.

(b) PTOs :- Not more than two sets per year reduced by number of PTOs already availed.

Year ending passes/PTO's:

To avoid heavy rush on the Pass Sections for issue of passes in December and to prevent wasteful expenditure, the year ending passes, whether on privilege or post-retirement account, shall be issued during the next four months of the following year. i.e. 30th April,, but the validity of the passes will not be beyond 30th April as the case may be, and they will be debited in the account of previous year. This procedure may also be adopted in the case of year-ending PTOs, subject to the condition that the validity of PTOs will not be beyond 31st March of the following year.

SURRENDER OF METAL PASSES BY OFFICERS WHO AVAIL OF LAP FOR A SHORT PERIOD IN CONTINUATION OF DUTY.

Officers need not surrender Metal pass after availing of LAP for a short period after performing out station duty away from Headquarters and use their metal pass during return journey from the station from where they proceeded on leave.

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THANK YOU