

106. THE RAILWAY SERVANTS (PASS) RULES, 1986

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules, regulating the issue of passes and privilege ticket order to Railway servants, namely :—

1. Short title, commencement and application.—(1) These rules may be called the Railway Servants (Pass) Rules, 1986.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply to all railway servants under the administrative control of the Department of Railway (Railway Board) but shall not apply to :—

- (i) an apprentice;
- (ii) a person in the casual employment or employed on daily wages;
- (iii) any person under the administrative control of the Department of Railways who by a general or special order is, excluded from the facility of pass or a privilege ticket order under these rules.

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

- (a) '*adopted child*' means a child for whom there is satisfactory proof of adoption irrespective of the fact whether such adoption is permissible or not under the personal law governing the railway servant concerned;
- (b) '*attendant*' means a person exclusively employed in the personal service of railway servant;
- (c) '*dependant relative*' in relation to a railway servant whose father is not alive, means :—
 - (i) mother including a divorced mother,
 - (ii) unmarried or widowed sister,
 - (iii) brother/step-brother, not above the age of twenty-one years, provided he resides with and wholly dependant on the railway servant;
 - (iv) invalid brother of any age; and
 - (v) brother who has attained the age of twenty-one years and is a *bona fide* student of a recognised educational institution :

Provided that a person shall not be considered to be a dependant relative if his/her income from any source exceeds 15 per cent of the total monthly emoluments of the railway servant or rupees three hundred and fifty, whichever is more :

Provided further that a Pass or Privilege Ticket Order may be issued to dependant relatives mentioned at (iv) and (v) only on production of a certificate from a Railway medical officer or as the case may be, the head of the recognised institution.

- (d) '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 dependant on the railway servant;
 - (iii) son or sons above the age of 21 who are :—
 - (a) *bona fide* students of any recognised educational institution;
 - (b) engaged in any research work and does not get any scholarship/stipend; or
 - (c) working as an articled clerk under a Chartered Accountant;
 - (d) invalid; on appropriate certificate from Railway Doctor;
 - (iv) unmarried daughters of any age whether coming or not;
 - (v) widowed daughters provided they are dependent on the railway servant;
 - (vi) legally divorced daughter who is dependent on the railway servant;
- (e) the term 'Guardian' need not necessarily be interpreted in its legal sense. It may mean an adult dependent relative or in adult member of the family, a paid nurse, Governess or an attendant. When none of these are available a pass may be given to another person at General Manager's discretion;
- (f) 'pass' means an authority given by the Department of Railways or any railway administration to a person, authorising him to travel gratuitously.
- (g) 'privilege ticket order' (hereinafter referred to as P.T.O.) is an authority issued in favour of a railway servant which may be exchanged for a passenger ticket on payment of one-third of the normal fare;
- (h) 'railway servant' means a person who is member of a service or holds a post under the administrative control of Railway Board and includes a person who holds a post in the Railway Board.

Persons left from a service or post which is not under the administrative control of the Railway Board to a service or post which is under such administrative control do not come within the scope of this definition. This term excludes casual labour for whom special orders been framed.

- (i) 'recognised educational institution' for the purpose of School Passes means any school, college, university or institution recognised by the Government for imparting education or training in any discipline—general, technical, professional or military.
- (j) 'pay' means the amount drawn monthly by a railway servant as :—
- (i) the pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in officiating capacity or

to which he is entitled by reason of his position in a cadre, and

- (ii) overseas pay, special pay and personal pay; and
- (iii) any other pay which may be specially classed as pay by the President; and
- (iv) a part of running allowance admissible to running staff which is declared as pay from time to time.
- (k) 'set' and 'half-set' means respectively on pass or PTO for one outward journey and return journey and a Pass or PTO issued from one station to another;
- (l) 'schedule' means the schedule appended in these Rules;
- (m) 'year' means a Calendar year.

3. Officer or authority competent to issue and sign a Pass or PTO.—

A pass or to PTO may be issued by such officer or authority and may be signed by such officer as the Central Government (Department of Railways) may from time to time specify :

Provided that until such authorities or officers are specified, the Pass or PTO shall be signed and issued in accordance with the instructions/order issued by the Central Government in the Department of Railways and in force at the commencement of these rules.

4. Kind of passes.—(1) A railway servant may be issued one or more of the following kind of passes, namely :—

- (i) duty pass;
- (ii) privilege pass including passes while on deputation;
- (iii) school pass;
- (iv) post-retirement pass;
- (v) residential card pass; and
- (vi) special pass.

(2) The passes specified in clause (i) of sub-rule (1) may be issued in the form of metal pass, a card pass or a cheque pass.

5. Duty pass.—(1) A railway servant may be issued a duty pass for performing journey on duty.

(2) The category of railway servants, the circumstances and the conditions subject to which a duty pass may be issued under sub-rule (1) shall be as specified in Schedule I.

6. Privilege Pass.—(1) A railway servant may be issued on his/her own request a privilege pass or a privilege ticket order from one station to another as requested by him/her.

(2) The category of railway servants, the circumstances and the conditions subject to which a privilege pass or a PTO may be issued under sub-rule (1) shall be as specified in Schedule II.

7. School Pass.—(1) A school pass may be issued to the son or daughter of a railway servant which is a *bona fide* student of any recognised educational qualification.

(2) The category of railway servants whose son or daughter may be required a pass under sub-rule (1), the circumstances and the conditions subject may be issued shall be as specified in Schedule III.

8. Post-Requirement Pass.—(1) Post requirement pass may be issued to a railway servant after retirement or after he ceases to be a railway servant.

(2) The category of railway servant, the circumstances and the conditions subject to which a pass thereof sub-rule (1) may be issued shall be as specified in Schedule IV.

9. Residential Card Pass.—(1) A residential card pass may be issued to a railway servant for performing journey from the place of residence to the place of his wife.

(2) The category of railway servants, the circumstances and the conditions subject to which a pass under sub-rule (1) may be issued shall be specified in Schedule V.

10. Special Pass.—(1) A special pass may be issued to family members or dependant relatives on,—

- (a) medical grounds;
- (b) sports ground;
- (c) for attending children camp or scouts camp;
- (d) cultural functions; and
- (e) on any other occasion which the Department of Railways or a Railway Administration deems fit.

(2) The circumstances and the conditions subject to which pass under sub-rule (1) may be issued shall be as specified in Schedule VI.

11. Pass or PTO for non-railway servants.—Notwithstanding anything contained in the foregoing rules a pass or PTO may be issued to a person who is not under the administrative control of the Department of Railways or the Railway Administration for such purpose and subject to such terms and conditions as may be specified in instructions issued by the Central Government (Department of Railways) from time to time in this behalf.

NOTE

Claim of passes & P.T.O.—Pension of re-employed ex-servicemen cannot be treated as pay for purpose of compensatory allowances or passes/PTOs. [*G.M. Western Railways v. Y.P. Sharma*, 1999 (2) SLJ 318 (SC)].

12. Removal of doubts.—If any doubt arises to the interpretation of the provision of these rules, the same shall be referred to the President for decision.

SCHEDULE I

(See Rule 5)

Duty Pass

Category	Kind of pass to which entitled		Condition of entitlement
1	2		3
Group 'A' & Group B railway servants :	(a) Chairman and Members of Railway Board, Financial Commissioner for Railways, Chief Commissioner for Railway Safety and General Managers of Indian Railways Production Units and Establishments etc., who are in the scale of Rs. 3,000-3,500 and above or drawing Rs. 3,000 fixes as per month.	On duty— 'Gold Pass'	Gold pass holder while travelling with members of his family is entitled to travel in any class over Indian Railways. Note. —While travelling with family the holder of a Gold pass may have (a) not more than two Air Conditioned Class berths, and (b) not more than two first class berths.
	(b) Senior Administrative grade officer of Railways and Head of Deptt. of the Railway Administration <i>i.e.</i> , Senior Administrative Grade, Level I and Level II officers.	'Silver Pass'	Entitles the holder to travel on Indian Railways alone in any class or along with his family in any class other than Air Conditioned Class, or in Air Conditioned Class on payment of one third difference of fare between Air-Conditioned Class and First Class for his family subject to reserving a maximum number of four berths.
	(c) All Officers of the Department of Railways drawing a basic pay of Rs. 1800 and above in Administrative Grade other than those referred to in (a) and (b) above.	'Bronze Pass'	Entitles the holder to travel over his Zonal Railway alone or along with his family in any class other than Air-Conditioned Class subject to utilisation of maximum number of four berths.
	(d) Officers of the Railway Administration other than those referred to in (a), (b) and (c) above.	'Bronze Pass'	Entitles the holder to travel over his Zonal Railway alone or along with his family in any class other than Air-Conditioned Class subject to utilisation of maximum number of four berths.

1	2		3
Group 'C' and Group 'D' Railway servants	(e) Officers the Department of Railways other than those mentioned in (a) to above whose duties necessitate frequent journey.	Card Pass for First Class 'A'	Entitles the holder to travel or Indian Railways alone or along with his family in any train for the stations and for the period mentioned in such pass subject to utilisation of maximum number of four berths.
	(f) All other Officers Cheque Pass of the Department of First of Railway Establishments.	Cheque Pass of First Class 'A'	
		(a) 'Card Pass' for the same class to which the railway servant is entitled on privilege provided.	Entitles the railway servant to travel alone over Indian Railways in any train for the station and for the period mentioned in the Pass.
		(b) 'Cheque Pass' for the same class to which the railway servant is entitled on privilege account.	

Pass on transfer

Category	Entitlement	Condition of entitlement
1	2	3
Group 'A' & Group 'B'	On transfer— (1) Cheque pass for self, family and dependent father, mother, brothers under 21 years of age and sisters, if residing with and wholly dependent upon the employee, for the class of his entitlement on privilege account to the transferred station; and	When a railway servant of Groups A, B, C and D mentioned herein :— (1) is ordered to proceed on transfer a very short notice, a set special pass for his outward journey and inward journey and separate transfer pass for self and family for return journey shall not be issued and this shall not be counted in the privilege pass account;

1	2	3
	<p>(2) Kit Pass for transporting his personal effects on the following scale :— For Officers appointed prior to 1.5.1976—(a) two wagons by goods train and one motor wagon (4 wheeler), or in lieu, one Motor and Parcel Van (8 wheeler) by passenger train in addition to one cattle wagon/horse box to the transferred station or to any other station not exceeding the distance between the old station and the transferred station;</p> <p style="text-align: center;">Or</p> <p>One Motor wagon (4 wheeler) and one wagon by goods train to the transferred station and one wagon to any other station or from any other station to the transferred station not exceeding the distance between the old station and the transferred station in addition to one cattle wagon/horse box.</p> <p>(b) a pass for carrying a dog may also be issued.</p>	<p>(2) is transferee as short notice and it is not possible for him to shift his entire family, a pass may be issued to him and the members of his family who are in a position to accompany him at the first instance, and another pass may be issued for the remaining members of the family left behind both these passes being counted as one transfer pass;</p> <p>(3) is transferred, he is entitled to carry his conveyance fee at owners risk as per the following scales :—</p> <p>(a) if he is A motor drawing pay car or of a Rs. 1,000 Motor and above cycle/scooter. per month.</p> <p>(b) if he is A motor drawing pay cycle or above Rs. scooter. 650 but less than Rs. 1,000 per month.</p> <p>(c) if he is One motor drawing pay cycle above Rs. or an ordinary cycle. 330 but less than Rs. 650 per month.</p> <p>(d) If he is One ordinary drawing pay cycle. of less than Rs. 330 per month.</p> <p>Note.—(i) In the case of motor car being carried a chaffar or cleaner may be included in the Kit pass.</p>

1	2	3
	<p>For railway servants appointed on or after 1.5.1976—</p> <p>(a) Group 'A' Officers : 600 kg to be moved by Goods* train (one 4-wheeler wagon be taken as equivalent to 600 kg.) Those drawing basic pay of Rs. 2250 and above may be allowed double container and those drawing pay of Rs. 1000 and above but below Rs. 2250 may be allowed a single container in lieu of wagon/s.</p> <p>(b) Group 'B' Officers : 3000 kg. to be moved by Goods* train.</p> <p>(c) A pass for carrying a dog may also be issued.</p> <p>Group 'C' (1) Cheque Pass for self, family and dependents as for Group 'A' & Group 'B', above, for the class of his entitlement on privilege account to the transferred station; and</p> <p>For railway servants appointed before 1.5.1976.</p> <p>(2) (a) Kit pass for use of one wagon by goods train and one motor truck or horse be or cattle wagon irrespective of gauge.</p> <p>(b) A pass for carrying a dog.</p> <p>For railway servants appointed on or after 1.5.1976—</p> <p>(3) (a) 1500 kg. to be moved by Goods* train.</p> <p>(b) A pass for carrying a dog.</p>	<p>(ii) A motor car or motor cycle allowed may be carried by passenger train or goods train at the option of the railway servant.</p>
Group 'D'	<p>(1) Cheque pass for self, family and dependents as defined for Group 'C' Railway servants for the class of his entitlement on privilege accounts to the transferred station; and</p> <p>For railway servants appointed before 1.5.1976—</p> <p>(2) (a) A Kit pass for carrying ten quintals of luggage provided that where the competent authority is satisfied that the Railway servant is in possession of more luggage be entitled to be issued with a kit pass for carrying a higher quantity of luggage upto a wagon by goods train.</p> <p>(3) A pass for carrying a dog.</p> <p>For railway servants appointed on for after 1.5.1976—</p> <p>(3) 2000 kg. to be moved by Goods train.</p> <p>(4) A pass for carrying a dog may also be issued.</p> <p>*can be moved by passenger train but freight should not exceed that admissible if moved by goods train.</p>	

SCHEDULE II
[See Rule 6]
Pass on Privilege Account

Category	Class of Privilege Pass and Privilege Ticket Order admissible	Number of Privilege Passes and Privilege Ticket Orders admissible		Conditions of entitlement
		Privilege Pass	Privilege Ticket Order	
1	2	3	4	5
Groups 'A' & 'B'	First Class 'A'	6 sets	6 sets	<p>First Class 'A' Pass entitles the holder in :—</p> <p>(i) travel in any class other than Air Conditioned Class;</p> <p>(ii) travel in any train other than Rajdhani Express;</p> <p>(iii) Carry 140 kgs of luggage for each adult member in the Pass and half that quantity for each child.</p> <p>(iv) travel in Air Conditioned class on payment of 1/3 of difference between the fare of Air-Conditioned Class and first Class; and</p> <p>(v) carry one 'attendant' in Second Class.</p>
Group 'C'				<p>First Class Pass entitles the holder to—</p> <p>(i) any one attendant in 2nd Class; and</p>
(a) Railway servant appointed prior to 1.8.1969.	First Class			<p>(ii) travel in any Class other than Air-Conditioned Class; (ACC).</p>
(i) drawing pay of Rs. 512 and above.	First Class			<p>Privilege Ticket Order entitles the holder to—</p> <p>(i) travel in the same Class and the Privilege Pass to which he is entitled as mentioned hereinbefore;</p>
(ii) Nurses drawing pay above Rs. 425 and Lady Health Visitors drawing First Class pay above Rs. 350 per month.	First Class			

1	2	3	4	5
(iii) drawing pay less than Rs. 512 other than those mentioned in item (ii)	Second Class	(A) 1 set up to the end of 5th years of service	6 sets	(ii) carry one attendant in the case of First Class 'A' and First Class Privilege Ticket Order at the Privilege Ticket Order rate;
(b) Railway servants appointed after 1.8.1969.		(B) 3 sets after 6 sets 5 years of service.	6 sets	(iii) have refund on an unused ticket purchased against Privilege Ticket Order.
(i) drawing pay of Rs. 575 and above.	First Class			(iv) break of journey as applicable in the case of ordinary ticket;
(ii) Nurses/Lady Health Visitors drawing pay above Rs. 470.	First Class			(v) travel in a Class higher than that of the privilege ticket on payment of difference between the full fare of the Class shown in the privilege ticket order and that of the class in which he selects to travel; and
(iii) drawing pay less than Rs. 575 other than those in item (ii).	Second Class			(vi) free luggage allowance on the same condition applicable to a holder of an ordinary ticket for the same class in which he travels.
Group 'D'	Second Class	—do—	6 sets	Note. —(i) Note more than two dependents can be included in a Pass/P.T.O. subject to the conditions that the total number of persons included in the Pass/P.T.O. will not exceed 5. This limit will not apply if only family member are included in the Pass/P.T.O. (ii) When the Railway servant himself or a member of his family or a dependant of a rail-

1	2	3	4	5
				way servant in active service who is blind in both eyes travels alone on a privilege pass, one attendant may be allowed to travel in the same class in which the blind person is travelling. This facility is granted on production of a certificate from District/Divisional Medical Officer of the Railway concerned. These orders are not applicable in case of P.T.Os.

Passes while on Deputation in India/Abroad

Category	Conditions of entitlement
(1)	(2)
Groups A, B, C & D	<p>On deputation in India/abroad;</p> <p>(i) Eligible for privilege Pass and Privilege Ticket Orders and School Passes etc. during the normal period of deputation to departments other than Central Secretariat/Public Sector Undertakings on the same scales and for the same class, as admissible to the railway servant on privilege for a maximum period of 4 years.</p> <p>(ii) For Railway Servants who are on deputation to Central Secretariat i.e., Ministries/Departments of the Government of India, the period of admissibility on a full-scale will be as under for the various posts :—</p> <p>(a) Under Secretary to Government or equivalent or below this rank——3 years</p> <p>(b) Deputy Secretary to Government or equivalent.—4 years</p> <p>(c) Secty./Addl. Secty./Joint Secretary to Govt./Director.—5 years</p> <p>(iii) For Railways servants who are on deputation to Public Undertaking, including the period of admissibility to full benefits will be as under :</p> <p>(a) for posts which are declared as the posts carrying the pay scale of Rs. 2500-3000 and above.—2 years</p> <p>(b) other posts—3 years</p>

(1)	(2)
	<p>(iv) Where the deputation of a railway servant is extended beyond the normal period specified above, the privilege Pass facilities will be continued on the same scales only if the employee is prepared to bear the cost of Passes issued. Where the employer is not prepared to allowed Passes at the lower scale applicable to retired railway servants of this category even though he may not have completed the minimum qualifying service for the purpose provided that if the Railway servant is entitled to a higher scale of privilege pass if he had retired from railway service or the date on which he would complete the normal period of deputation, he shall be entitled to the same scale of Passes which he was drawing on that date.</p> <p>(v) In cases where railway servant is placed on deputation from one department to another without reverting to the parent department the benefit of Pass shall not be admissible beyond the maximum period of deputation as detailed above reckoned from initial deputation.</p> <p>(vi) Railway servants who are seconded to foreign service outside India through RITES/IRCON will also be admissible for privilege Passes/PTO on the scale referred to in item (iii) above resting them as initially deputed to RITES/IRCON.</p> <p>(vii) Railway servant who are sponsored for foreign service or Government to Government basis, as also there whose applications have been forwarded through the Department of Personnel for various foreign assignments will be admissible to passes at the lowest scale as applicable to retired railway servants of their class even though they may not have completed the maximum qualifying railway service for this purpose and where they have completed maximum qualifying railway service, they will be entitled to the scale of privilege Passes as admissible to retired railway servants of their class, their families are left behind. In other cases, such railway servants will be followed only one set of passes/PTOs per annum on requests received.</p> <p>(viii) Permanent railway servants and temporary railway servants with more than 3 years continuous railway service whose applications have been forwarded and who have been selected and appointed for post in another Central Government Department Offices, Public Sector Undertakings or autonomous bodies may be allowed the benefit of Passes/PTOs for period of two years from the date of relief from the Railways during which they are permitted to retain their lien.</p> <p>(ix) Railway servants who are deputed on short-term assignments or posting against posts controlled by the Departments of Railways, will be entitled to Passes/PTOs as admissible to them while in railway service.</p> <p>On deputation to Railways from non-railway Departments :</p>

(1)	(2)
	<p>Employees of non-railway departments appointed on deputation to posts on Indian Railways are eligible for :—</p> <p>(i) Passes/PTOs as admissible to railway servants,</p> <p>(ii) Passes for self and family and Kit passes for transport of personal effects for joining the post on Railways and on relinquishing the same.</p> <p>(iii) Same class of Passes/PTOs admissible to railway servants on privilege account.</p>

SCHEDULE III

[See Rule 7]

Category	Conditions of entitlement	Entitlement
(1)	(2)	(3)
Groups A, B, C and D	<p>(i) Is issued to each student member of the family who is dependent on the railway servant on production of a certificate from the recognised institution where the student is studying away from the headquarters of the Railway servant;</p> <p>(ii) In cases where both husband and wife and railway servants the passes shall be allowed against the account of either of the two;</p> <p>(iii) In case of a boy under 15 years and a girl of any age, the parent or guardian may be included in the pass issued;</p> <p>(iv) A parent or guardian in the same class may be included in a pass outward or inward and he/she may be issued with separate pass for bringing the student or returning along and pass(es) thus issued shall be treated as part of one half-set of school pass i.e., it will not count as a separate half-set. If the guardian be an attendant, he will be issued only a 11nc1 Class Pass.</p>	<p>Entitled the holder to avail 3 sets or 6 half- sets in an year and to—</p> <p>(i) be issued with the class pass which the railway servant is entitled as on privilege.</p> <p>(ii) travel from school or college to the railway servant's headquarters to see either parent and back to school or college. This should be in case of recognised vacations of not less than 3 days consecutive duration (Sunday being included) or closure of institution due to unforeseen circumstances;</p> <p>(iii) to travel from school or college to a place other than the railway servant's head-quarter where either parent is residing and back to school or college;</p> <p>(iv) to travel from school or college to a place other than the residence of either parent provided the length of journey does not exceed the distance from the school or college to either parent's residence whichever is more beneficial to the Railway servant and back to school or college;</p>

(1)	(2)	(3)
	<p>(v) School Passes are admissible for students engaged in research work and are not getting any stipend/scholarships. Students over 21 years of age, other than those engaged in research work who are in receipt of scholarship on merit means basis granted by educational authority or charitable organisations are, however, entitled to school passes and for inclusion in privilege Passes/PTOs of their parents.</p> <p>(vi) Students over 21 years of age and doing a roating intership for one year after passing MBBS are eligible for school Passes and are also permitted in the privilege Passes/PTOs of their parents even if they are in receipt of a stipend, provided the same forms a part of his/her medical course to be completed before becoming eligible for the award of MBBS Degree.</p> <p>Note.—For the purpose of these Rules School/Colleges means School and College of all kinds both academic and professional recognised by the State Governments/Central Government/Recognised Universities. It includes :</p> <p>(i) Government Military Educational Institutional Defence Academy Khadakvasis and L.M.A. at Dehradun, Armed Forces Administrative, College Coimbatore and any educational institution recognised by the Ministry of Education such as Indian Institute of Management at Ahmedabad/Calcutta/Patna, National Institute of Training in Industrial Engineering Bombay etc.</p> <p>(2) Institution such as day/night Adult School intended for the spare time education of adults. Wage earners are not included in the definition of School/College.</p> <p>(3) The various types of School Passes are admissible subject to the production of a certificate from the appropriate authority.</p>	<p>(v) to travel to recognised institution for admission and back to headquarter of the railway servant;</p> <p>(vi) to travel to recognised institutions for joining and back to heads of the railway servant;</p> <p>(vii) to travel to examination centre for—</p> <p>(a) submitting form of admission and to take up examination as a private candidate and back to headquarters.</p> <p>(b) for taking examination at place other than the place of school or college.</p> <p>(viii) to travel to the station where headmaster/Principal etc., is staying in case he is required to fill the form etc. as a private candidate in presence of headmaster etc. and back to the headmasters.</p> <p>(ix) to travel back to the headquarter of the railway servant when he-she is withdrawn from school/colleges at the close of the course or for admission at the headquarter of the railway servant, and</p> <p>(x) to travel on educational tour forming part of the school syllabus,</p>

School Card Pass

Category	Conditions of entitlement	Entitlement
(1)	(2)	(3)
Groups A, B, C, & D	Will be issued for student member of the family of the railway servant to travel between the station of the residence of the railway servant and the station nearest to the school or production of a certificate from the recognised Institution where the student is studying.	Wards of railway servants having pay of Rs. 700 and above is raised scale may be permitted to travel 11nd Class, and those of railway servant drawing less than Rs. 700 in 1st Class.

SCHEDULE IV

[See Rule 8(2)]

Post-Retirement Complimentary Pass

Category	Number of passes admissible in one year	Conditions for issue of post-retirement complimentary pass	Other facilities
(1)	(2)	(3)	(4)
Groups A & B (a) with 20 years service on Railways and above but less than 25 years.	2 sets	(i) Post-retirement Complimentary passes are issued to railway servants for self, wife/husband and children only subject to the same conditions as applicable to railway servants in service. However, Group 'D' railway servants get the pass for self and wife/ husband only.	(i) A retired railway servant may be issued on the request one set of complimentary pass in the last month of the current calender for journey commencing to the next years duty debiting such issue of complimentary pass in the next years' month.
(b) With 25 years service on Railways and above.	3 sets	(ii) The class of pass as are applicable to railway servants in service will apply in respect of post-retirement pass.	(ii) A retired railway servant, if his services, can obtain to complimentary pass from a railway servants his place of residence and that railway on will issue such passes him thereafter.
Group C (a) With 20 years service in the Railways and above but less than 25 years.	1 set	(iii) Passes may be issued to those Railway servants who but service or resign from service except in cases of dismissal from service on the grounds considered good and sufficient by the competent authority.	The railway thus aged by the retired railway servant will be recorded in his service men and the railway will be supplied with all the essential cash including specimen signature of the retired railway servants, date of
(b) With 25 years service in Railway and above.	2 sets		

(1)	(2)	(3)	(4)
<p>Group D</p> <p>(a) With 25 years service in Railways and above.</p> <p>(b) Less than 25 years service:</p>	<p>1 set, in alternate year</p> <p>Nil</p>	<p>(iv) Retired railway servants who are officiating in higher grades at the time of retirement shall be granted pass of the same class and number to which they are entitled in their substantive appointment provided that a permanent railway servant who has been officiating in a higher post continuously for 3 years or more on the date of quitting or resigning or retiring from service may be treated as if he has held the officiating post in a substantive equality for his purpose.</p> <p>(v) In the year in which the railway servant retires from service he is entitled to that number of single journey passes which represents the difference between the number of passes he is normally entitled to in a calendar year while in service and the number actually availed by him, provided the total number of passes availed after the date of retirement does not exceed the number of post-retirement complementary passes for which he is entitled in a calendar year.</p> <p>(vi) In the post-retirement complimentary pass issued to a female railway servant, her husband whether he is carrying or not it included.</p>	<p>birth of his children and permanent residential address. The railway thus aged will prepare and maintain pass index cards of the retired railway servant.</p> <p>(iii) The retired railway servant can change the option and elect another railway, should it be necessary for him to do so on account of his having changed the place of residence.</p>
<p>Groups A, B, C & D</p>			

(1)	(2)	(3)	(4)
		<p>(vii) In cases where the husband and wife are referred railway servants, they may avail the complementary passes on each others account.</p> <p>(viii) When a railway servant himself or a member of his family eligible of post-retirement complementary pass who is blind in both eyes, travel alone, one attendant may be allowed to travel in the same class in which the blind person is travelling duly including the attendant in the complimentary pass, on production of a certificate from the Divisional Medical Officer of the Railway concerned to the effect that the person concerned is blind in both the eyes.</p>	

SCHEDULE V

[See Rule 9(2)]

Residential Card Pass

Category	Conditions of entitlement	Entitlement
1	2	3
Groups A, B, C & D	Will be issued to those railway servants who live away from the place of their work to travel to their place of work, over the sections where this facility was in vogue prior to 14.12.1953.	<p>Entitles the holder :</p> <p>(i) if he is in Group 'A' or Group 'B' to be issued with the Pass for First Class 'A';</p> <p>(ii) if he is Group 'C' drawing pay of Rs. 700 and above to be issued with First Class Pass; and</p> <p>(iii) if he is a Group 'C' or Group 'D' drawing pay of less than Rs. 700 to be issued with Second Class Pass.</p> <p>Note.—No attendant is allowed in Residential Card Pass.</p>

SCHEDULE VI

[See Rule 10(2)]

Special Pass

Category	Conditions of entitlement	Entitlement facilities
1	2	3
Groups A, B, C & D	<p>(i) On Medical Grounds :— Issued for journey from station where railway medical facilities for treatment of the railway servant or his family members are not available to a station where railway dispensary or hospital, or sanatorium is located with the required facilities for treatment.</p>	<p>(i) Pass will ordinarily be issued for the Class of entitlement of the railway servant on privilege.</p> <p>(ii) A higher class of pass may be issued at the discretion of the General Manager of the Railway Administration/Unit, or Secretary, Railway Board, for outward journey only to :</p> <p>(a) a railway servant or his family members suffering from Tuberculosis of lungs or cancer for travelling with one family member or dependant relative or a companion when no family member or dependant relative is included of the recommendation of the Chief Medical Officer of the Railway concerned. Such pass will not be split. No servant will be included;</p> <p>(b) a railway servant or his family member or dependant relative when the railway servant himself has arranged a bed in a sanatorium provided the Divisional Medical Officer the Railway certifies that the Railway Administration could not a rounded and that treatment in that sanatorium is necessary.</p> <p>(c) a railway servant or his family member dependent relative suffer from Tuberculosis of the lung termed from one sanatorium to set for further treatment provided that the sanatorium authority that this is necessary and provided further that such recommendation of sanatorium further accepted by the Chief Medical Officer of the Railway.</p> <p>Note.—The said power of General Manager of Railway/Unit or Secretary, Railway Boards not be redelegated. For return journey pass should be of the same class to which the Railway servant is normally entitled.</p>

1	2	3
Groups A, B, C & D	On sports account : (ii) For participating in tournaments and inter-Railway Athletic contests organised by the Railway Board/Railway Spot Control Board or recognised by the State Sports/Athletic Association.	For items (ii), (iii), (iv) column (8) : (i) Special pass is issued for the Class of entitlement the railway servant on privilege higher class pass not higher than 1st class be issued to a term when at least member of the team is ordinarily entitled to travel by the higher class.
	(iii) For participation in tournaments and athletic meets which have the recognition of the All India body for the respective sports/games/athletics and in those tournaments directly conducted by the State Level body for the respective sport athletic and not for the tournaments recognised by the States bodies or their affiliated organisations.	(ii) Railway as travelling with a team as official owned may be issued special passes. (iii) First Class may be issued to railway servants for their outward journey only— (a) to which for receiving Arjuna Awards on Republic Day. (b) for participating in Inter-Railway Meet or National Sports Meet or entitlements as representative of their Railway/Production Unit; (c) when summoned by Railway Sport Council. However, return journey pass should be issued only for the class ordinarily admissible under the rules.
	(iv) For participating in cycling Championship events recognised by the State level body for this sport or organised by the Railway Administration/Railway Sports Control Board or in National Cycle Championship.	As per entitlement privilege account. Note. —A railway servant summoned for interview in connection with filling of a post on the railway on which is employed may, however, be issued a duty pass. When called upon to appear before Selection Board—constituted to fill vacancies by selection, the staff on leave are to be granted free passes. The period of journey and they stay at the place of selection will not be treated as duty.
	(v) For appearing before Selection Board while on leave.	
	(vi) For attending courts.	(i) A Railway servant who is summoned to give evidence in a criminal civil suit, a trial before a Court Material or proceedings to which Government is a party to which departmental enquiry held by a properly constituted authority, may be granted day passes, provided the facts to which he has to give evidence have come to his knowledge in the discharge of his public duties. (ii) The travelling expenses including the cost of train fare granted by the courts, if any

1	2	3
Groups A, B. issued by Railway Board from time to time.	(vii) For personal hearing by the Appellate Authority	(iii) Passes for Court attendance are not admissible to retired Railway servants. A return journey pass may be granted to a railway servant on whom the penalty of dismissal or removal from service has been imposed to enable him to attend the personal hearing given by the appellate authority before disposing of the appeal.
	(vii) Office bearers and representatives of recognised railway unions and of the Federation for whom grant of pass is governed by the instructions.	Members of the Staff Councils, State Committees or Welfare Committees may be given IInd Class Pass to attend meetings of such committees.
	(ix) Member of Staff Benefit Fund Committee etc.	Elected representatives when attending meeting of Staff Benefit Fund Committee may be issued Second Class Pass irrespective of their status as railway servants. However, a First Class Pass may be issued to an elected representative if he is eligible for First Class Pass on privilege account.
	(x) Special Class Railway Apprentices	2 sets of Passes and 3 sets of PTO's for themselves, in a year for travel in first class.
	(xi) Other apprentices	Second Class Passes and PTOs for themselves only are given to them on a scale prescribed for serving railway servants in the post or grade in which they may be appointed on completion of their apprenticeship. Note. —Railway servants appointed as apprentices without serving connections with their previous jobs shall be eligible for passes on the basis of total service inclusive of previous service for determining the number of passes and the restriction in the inclusion of family members and dependant relatives will not apply in their cases.
	(xii) For Scouting activities.	Granted to Railway servants apprentices trainees and their family members, who are— (a) appointed as office bearers of the State Scouting Association; (b) controlled as Rovers, Rangers, Clubs, Balbuls, Scouts or Guides to help the growth of the movement for attending Camps or Rallies or when engaged in under accounting duties.

1	2	3
Groups A, B, C & D.		<p>Note : (i) When the Railway servant and his <i>bona fide</i> family travel together as a party of scouts/guides.</p> <p>etc. to attend training camps or rallies or other scouting activities, the special pass issued to them should be only in Second Class irrespective of the Class to which the individual railway servant or family member of the railway servant may be entitled. However, Scouts/Guides Commissioners when engaged in travelling duties on account of Scouts/Guides duties may be given a First Class Pass regardless of their entitlement in their individual capacity.</p> <p>(2) Air Conditioned Class pass may be issued to Administrative Grade Officers or their wives in deserving cases as the discretion of the General Manager.</p> <p>(xii) For St. John's Ambulance Brigade.</p> <p>(xiv) to receive settlement dues.</p> <p>(xv) for motor vehicles.</p> <p>Granted to members of the St. John Ambulance Association and Brigade as the discretion of the General Manager.</p> <p>(1) One set of free pass may be issued to a retired Railway employee or in the event of his demise, to the person or persons entitled to receive payment of his settlement dues when called for the purpose of receiving, such payments of the class of pass to which normally on privilege account.</p> <p>Free passes for transport of motor car :</p> <p>(a) on first appointment or on first purchase or on other occasion (once in an employee's service); or</p> <p>(b) for <i>bona fide</i> storage when the railway servant proceeds once return from leave of four month's duration over on home line only;</p> <p>(c) whether the car is purchased from a manufacturing Centre or elsewhere.</p>
Groups A, B, C & D		<p>Note.—Concessional orders at the discretion of General Manager over home line may, however, be issued at one-third of the Tariff rate regardless of their numbers and without any conditions except of course that the concessional order is to be issued for the railway servants <i>bona fide</i> use.</p>

1	2	3
Groups A, B, C & D	(xvi) On first appointment	Granted (excluding their families, dependants relatives and attendants) to join service on first appointment as railway servant for travel in the class to which he/she would become entitled on joining service.
	(xvii) On re-employment	Same number of privilege of Passes and PTOs as the railway servants were enjoining the time of their retirement irrespective of the fact whether their service on re-employment in continuous with service rendered before retirement or not. Note. —The class of Passes/PTOs in the case of Group C offices will be determined on basis of their pay in which they are employed plus gross pension and/or pension equivalent of other forms of retirement benefits.
	(xviii) On re-employment of non-railway Government employees and employees of <i>quasi</i> -Government bodies as railway servants.	Passes/PTOs on the scale as admissible to temporary railway servant under these rules. Note. —The Class of Passes/PTOs in the case of Group C railway servant will be determined on the basis of their pay in which they are re-employed plus gross pension and/or pension equivalent of other forms of retirement benefits.
	(xix) On retirement/decrease as settlement pass.	(i) Railway servant in the event of his retirement or widow in the event of his death may be issued passes for himself or family members and for the transportation of personal affects as admissible on transfer. Not more than two dependent relatives may be included in this pass. (ii) Railway servant appointed to service on or after 1.5.1956 shall be allowed transportation of his conveyance to the selected place of residence limited to that admissible upto home town provided the possession of conveyance by the officer while in service at the place of his last posting as considered to be in public interest. (iii) Applications for settlement passes should be submitted within one year from the date of retirement (or deceased of railway servant). Delays in deserving cases may be condoned by the General Manager but settlement passes should not be issued beyond a period of two years after retirement.

1	2	3
	<p>(xx) For enquiries by Additional Commissioners for Railway Safety.</p> <p>(xxi) To staff of quasi-Railway Institutions.</p>	<p>(iv) Cases requiring settlement passes to be issued beyond a period of two years may be referred to the Department of Railways.</p> <p>(v) Settlement passes may be issued six months before the actual date of retirement of the railway servant.</p> <p>Railway servants when called to amend and give evidence at enquiries held by Commissioners of Railway Safety may be issued Pass for travel in Class to which they are entitled on privilege.</p> <p>(i) Granted to railway servants who are members of the managing committees of the Railway Employees' Co-operative Societies, Urban Banks etc., to attend meeting of the Managing Committees, including those of the Board of Directors and subcommittees but not for attending meetings general, annual, ordinary, or extraordinary meeting of the share-holders.</p> <p>(ii) One set of pass of compromise class may be issued to an employee who is as either the Manager or Accountant, per society per year for under going training from his place of working upto the training centre and return.</p> <p>(iii) May be issued to the Directors of the Co-operative Credit Societies Bank when they go either to inspect the Branch Office or meet the Divisional Officers in connection with the recovery of loans and other dues.</p> <p>(iv) A pass may be issued when General Manager/Financial Adviser and Chief Accounts Officers considers it necessary for any employee of Co-operative Society to go to an Accounts Office to reconcile discrepancies.</p> <p>(i) Granted to railway servants under suspension in exceptional circumstances and not as a matter of course when the railway servant is permitted to leave the station by an authority not lower than that which suspended him.</p>

1	2	3
	<p>A & B 3 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 shall be given. If the officer is subsequently restrained in service after release from suspension, the passes issued to him during the period of suspension shall be debited, to his pass account.</p> <p>C & D not more than one set of journey Pass, provided that if in the pass account of railway servant for the year only one set of pass remains to his credit, no passes 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 railway servant is retained in service after release from suspension the passes issued to him during the period of suspension shall be debited to his pass account.</p>	<p>(ii) The Passes/PTOs to railway servants under suspension are given on the following scales.</p> <p>Not more than 3 sets per year reduced by a number of PTOs already availed of.</p> <p>(ii) The General Manager in case of railway servant in Groups A & B and the Heads of Department, Divisional Railway Managers, or Deputy Heads of Departments in cases of others shall have the discretion to issue Passes/PTOs to railway servants under suspension.</p> <p>(iv) The incidence of suspension shall not effect the eligibility for school passes.</p> <p>(v) Dependant relatives/family members may be included in the passes issued during the suspension.</p>