

PASS RULES

7.1 Definitions

Family means-

- Spouse of a Railway servant whether earning or not.
- Son or sons who have not attained the age of 21 years and are wholly dependent on the Railway Servant;
- Son or sons of the age of 21 and above who are: -
 - Bonafied students of any recognised educational institution.
 - Engaged in any research work and do not get any scholarship / stipend.
 - Working as an articled clerk under the Chartered Accountant.
 - Invalid, on appropriate certificate from Railway Doctor.
- Unmarried daughters of **any age** whether earning or not.
- Widowed daughters provided they are **wholly** dependent on the Railway Servant.
- Legally divorced daughter who is dependent on the Railway servant.

Dependent relative when father is not alive-

- Mother including a divorced mother.
- Unmarried or widowed sister.
- Brother / step-brother under twenty one years of age provided he resides with and is wholly dependent on the Railway servant.
- Invalid brother of any age.
- Brother who has attained the age of twenty one years and is a bonafide student of a recognized educational institution.

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 a Railway Servant.

Wholly dependent means-A person who does not have an income of more than 15% of the basic pay of the employee or Rs.9000/- + DA admissible on current rate, whichever is more. **(RBE.No.132/2016)**

Pass means-An authority given by the Ministry of Railways or any Railway administration to a person, authorising him to travel by train gratuitously.

PTO means-An authority issued in favour of a Railway servant which may be exchanged for a passenger rail ticket on payment of 1/3rd of the normal 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.

7.2 Kind of Passes: -

A Railway Servant or the entitled members of his family and dependent relatives are defined in the Pass rules may be issued the following kind of passes:

- Duty Pass
- Privilege Pass
- School Pass
- Post Retirement Complimentary Pass
- Widow Pass
- Residential Card Pass
- Special Pass

Duty Pass:

A Railway Servant may be issued a duty pass for performing journey on duty. The category of railway servants, the circumstance and the conditions subject to which a duty pass may be issued accordingly.

Integrated Travel Entitlement on Duty Passes:

Sl.No	Status	Pay level in Pay Matrix	Type of Pass
1	CRB & CEO and Board Members including MF, DGs & GMs granted Apex Scale and CCRS.	17	Gold Pass
2	GMs & Other equivalent officers	16	
3	HAG Officers (Including NF-HAG)	15	Silver Pass
4	SAG Officers (Including NF-SAG)	14	
5	Selection Grade Officers	13	Bronze Pass / First Class 'A' (With 1-AC authority)
6	JAG Officers	12	
7	All other Group A & B Gazetted Officers	11	Bronze Pass / First Class 'A'
		10	
		9	
		8	
8	Non-Gazetted Cadre	6 and above	First Class
9		5	Second Class 'A'
10		4	
11		3	
12		2	
13		1	Second/Sleeper Class

- The family of a probationer in Group - A may be included in the duty pass when accompanying him during the period of probation on his journey to and from different places of training.
- Duty Passes are not admissible during leave other than casual leave taken in continuation of period of duty.
- Metal Passes / Duty Passes as the case may be surrendered by the employee when proceeding on any kind of leave except Casual leave or on transfer or when he is dismissed or removed or discharged from service.
- The Railway Servant to surrender his Metal Pass / Duty Card Pass or to pay the penalty therefore if lost, before demitting office on superannuation or otherwise.

7.3 Privilege Pass:

Privilege passes are issued to a Railway servant on privilege account as per entitlement. **(RBE No. 136/2022)**

Integrated Travel Entitlement for Privilege Passes/PRCP/Widow passes:

Sl.No	Status	Pay level in Pay Matrix	No of Passes in a calendar year		Class of Pass
			Privilege Passes	PTO	
1	CRB & Board Members	17	6 Sets	4 Sets	First Class 'A'
2	DGs & GMs				
3	GMs & Other equivalent officers	16			
4	HAG Officers (Including NF-HAG)	15			
5	SAG Officers (Including NF-SAG)	14			
6	Selection Grade Officers	13			
7	JAG Officers	12			
8	Sr.Scale Officers	11			
9	Other Group A & B Gazetted Officers	10			
10		9			
11		8			
12	Non-Gazetted Cadre	6 and above	1 set (upto the end of 5 years of railway service). 3 sets (after completion of 5 years of Railway Service)	4 Sets	First Class
13		5			Second Class 'A'
14		4			Second / sleeper class
15		3			
16		2			
17		1			

Note:-

Upgraded Pass for serving employees in PLM-1 to 4: 1 set of Second Class 'A' Pass in lieu of 01 set of Second / Sleeper Class Pass even with less than 5 years of Railway Service.

Railway employees having less than 5 years of service and drawing PML-1 and above but below PML-5 are entitled for one second class 'A' in a year even if they are eligible for only one set of privilege pass owing to the length of their service.

Not more than two dependents can be included in a Pass / PTO subject to the condition that the total number of persons included in the Pass / PTO will not exceed 5 exclusive of Attendant wherever permissible. This limit will not apply if only family members are included in the Pass / PTO.

Break of journey en-route shall be permissible on Privilege Pass at any stations as desired by the pass holder.

Privilege pass shall be issued for journey from the starting station to the destination station, provided that a longer route may be permitted; if the destination via longer route does not exceed by fifteen percent of the distance via the direct route and if the longer route to destination is quicker than the direct route irrespective of distance involved.

If both husband and wife are Railway Servants and are entitled to passes and PTOs on their own right, they are eligible for passes and PTOs separately for the full number of sets and the class of passes and PTOs prescribed under the rules. Children are also permitted on passes / PTOs both on the father's and mother's account.

One set of privilege Pass/PTO or both may be issued within 5 months before commencement next year in the current year with currency of pass from 1st January of the next year in the next year account. Such passes valid for 5 months from date of issue only.

Un-availed passes of the previous year may be issued in the current year and the validity is restricted up to the date had it been issued on the last day of the previous year.

In respect of employees officiating in higher grade the passes and PTOs are 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.

Married daughter may be included in Pass /PTOs when her husband is missing for a period of at least 7 years subject to the production of an affidavit signed by the Railway Servant concerned and attested by a Magistrate regarding the missing period.

7.4 School Pass

A School Pass may be issued to the wards of the Railway servants who are a bonafide student of any recognized educational institution.

3 Sets or 6 half sets School passes can be issued in a year for journey of each ward of Railway Servant during the recognised vacations of more than 03 days from the place of education to the residence of employee on production of certificate duly issued by the Institution.

Parents or Guardian may be included in a School Pass, which is issued for son of under 18 years, even above 18 years of age in case son is handicapped and in case of daughter of any age.

Issuing of School passes will not be affected by the stoppage of privilege passes of an employee on any account including by way of punishment.

The School Pass can be issued upto four months in advance as per the request of the Railway Servant. The reasonable validity period for undertaking journeys may be decided by the pass issuing authority.

Entitlement:

SI.No	Officials	Entitlement
1	Group 'A' and 'B' (Gazetted)	First Class 'A'
2	Non-Gazetted Employees in Level-6 and above.	First Class
3	Non-Gazetted Employees in Level-5	Second Class 'A'
4	Non-Gazetted Employees in Level-1 to 4	Second /Sleeper Class

7.5 Residential Card Pass

Residential Card Pass may be issued to a Railway servant for performing rail journey from the place of residence to the place of his work over the notified sections. The period of availability for RCP is one year. No attendant is allowed in Residential Card Pass.

Transport allowance admissible to those Railway employees who are already availing the Residential Card Pass facility. (RBE.No.16/2009)

Entitlement:

SI.No	Officials	Entitlement
1	Group 'A' and 'B' (Gazeeted)	First Class 'A'
2	Non-Gazetted Employees in Level-6 and above.	First Class
3	Non-Gazetted Employees in Level-5	Second Class 'A'
4	Non-Gazetted Employees in Level-1 to 4	Second /Sleeper Class

7.6 Special Pass: -

A special pass may be issued to Railway servants, family members or dependent relatives on following cases mainly:

Medical Grounds

Medical Ground pass is issued for journey from station nearest to the residence of a Railway servant 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 with the required facilities for treatment is located.

This type of pass will be ordinarily issued for the class of entitlement of the Railway servant on privilege account.

Sports Grounds

Sports Ground pass is issued for participating in coaching camps organized by the Railway Administration Railway Sports Control Board or recognised by the State Sports Association or sponsored by the Railway Sports Control Board.

And for participating in functions organized to honour players having won laurels in National level tournaments and participating in tournaments which have the recognition of the All India body for the respective sports / games / and in those tournaments directly conducted by the State Level Body for the respective sports / games.

- For attending children camp or scouts camp
- Cultural functions & etc.,

7.7 Currency of Passes and PTOs

Single Journey pass	5 months
Return journey pass	5 months
PTOs	5 months
Settlement pass	5 months

Passes on **transfer** account can be issued for self, family, dependent relatives including father who are wholly dependent on the Railway Servant and residing with him. Passes may be issued to the family and the dependent relatives to settle in a 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 as to the number of persons to be included in the transfer pass.

Kit passes are issued to employees for the carriage of households from the old station to the new station or another station where the employee wants to settle 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 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 servant at the time of his settlement to the place of his choice. It should be availed within one year from the date of retirement. There is no limit for the 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 DutyPass is issued to the employees to perform official duties on emergency. Supervisory officials are authorised to issue EDP (Normally issued with maximum 7 days in advance & within local railway only)