

RAILWAY SERVANTS (PASS) RULES, 1986

CONTENTS

1. Short title, commencement and application
2. Definitions
3. Officer or authority competent to issue and sign a Pass or PTO
4. Kinds of passes
5. Duty Pass
6. Privilege Pass
7. School Pass
8. Post-Requirement Pass
9. Residential Card Pass
10. Special Pass
11. Pass or P.T.O. for non-railway servants
12. Removal of doubts

SCHEDULE 1 :- Duty Pass

SCHEDULE 2 :- Pass on Privilege Account

SCHEDULE 3 :- School Pass

SCHEDULE 4 :- Post-Retirement Complimentary Pass

SCHEDULE 5 :- Residential Card Pass

SCHEDULE 6 :- Special Pass

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 Railways (Railway Board) but shall not

apply to :-

(i) an apprentice;

(ii) a person in the casual employment or employed on daily wages;

(in) 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 adopting 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 bona fide student of a recognised educational 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 do 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 earning 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 dependant 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 a member of a service or holds a post under the administrative control of Railway Board and includes a person who holds a post in 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 have 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 one pass or PTO for one outward journey and return journey and pass or PTO issued from one station to another;

(l) 'schedule' means the schedule appended to these Rules;

(m) 'year' means a Calendar year.

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

A pass or 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. Kinds 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 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 who 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 the 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 servants, the circumstances and the conditions subject to which a pass under 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 work.

(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 as 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 account; (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 a pass

under sub-rule (1) may be issued shall be as specified in Schedule VI.

11. Pass or P.T.O. for non-railway servants :-

Notwithstanding anything contained in the foregoing rules a pass or P.T.O. 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.

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 1

Duty Pass

SCHEDULE 2

Pass on Privilege Account

SCHEDULE 3

School Pass

Category	Conditions of entitlement	Entitlement
(1)	(2)	(3)
Groups A, B, C, D	(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;	Entitled the holder to avail 3 sets or 6 half-sets in an year and to:- (i) be issued with the class of pass which the railway servant is entitled as on privilege;
	(ii) In cases where both husband and wife and railway servants the passes shall be allowed against the account of either of the two;	(ii) Travel from school or college to the railway servant's head-quarters 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 (Sundav beina
	(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;	included) or closure of
	(iv) A parent or guardian in the same	institution due to unforeseen
	class may be included in a pass	circumstances;
	outward or inward and he/she	(iii) to travel from school or
	may be issued with separate pass	college to a place other than
	for bringing the student or	the Railway servant's head-
	returning	quarters where either parent
	alone and pass(es) thus	is
	issued shall be treated as part	residing and back to school or
	of one half-set of school pass	college;
	i.e. it will not count as	(iv) to travel from school or
		college
	a separate half-set. If the	to a place other than the
	guardian	residence
	be an attendant, he will be issued	of either parent provided
	only a II Class Pass.	the length of journey
	(v) School Passes are admissible	does not exceed the distance
	for students engaged in research	from the school or college to
	work and are not getting any	either parent's residence
	stipend/scholarship. Students	whichever is more bene- ficial
	over 21 years of age (other than	to the Railway servant ; and
	those engaged in research work	back to school or college ;
	who are in receipt of scholarship	(v) to travel to recognised
	on merit means basis granted by	institution for admission and
	the educational authority or	back to head-quarters of the
	charitable organisations are,	railway servant ;
	however, entitled to school	(vi) to travel to recognised
	passes	institution
	and for inclusion in privilege	for joining and back to head-
	passes /PTOs of their parents.	quarters of the railway
		servant;
	(vi)Students over 21 years of age	(vii) to travel to examination
		centre
	and doing a rotating internship	for:
	for one year after passing MBBS	(a) submitting form of
		admission
	are eligible for school Passes and	and to take up examination
	are also permitted in the privilege	as a private candidate
	passes/PTOs of their parents even	and back to headquarters;
	if they are in receipt of a stipend,	(b) for taking examination
	provided the same forms a part	at places other than the
	of	
	his/her medical course to be	place of school or
	completed	
	before becoming eligible	college;
	for the award of MBBS Degree	(viii) to travel to the station

	for the award of H.B.S. Degree.	(vii) to travel to the station where
	Note: For the purpose of these rules	Headmaster/Principal etc. is
	School/Colleges Means School	staying in case he is required
	and Colleges of all kinds both	to fill the form etc. as a private
	academic and professional recognised	candidate in presence of head-
	by the State Government/	master etc. and back to the
	Central Government/Recognised	Headquarters ;
	Universities. It includes :	(ix) to travel back to the headquarters
	(i) Government Military Educational	of the railway servant when
	Institutions such as National Defence	he/s he is withdrawn from
	Academy, Khadakvasla and	school/colleges at the close of
	I.M.A. at Dehradun, Armed Forces	the course or for admission at
	Administrative College, Coimbatore	the headquarter of the railway
	and any educational institution	servant, and
	recognised by the Military	(x) to travel on educational tour
	of Education such as Indian	forming part of the school
	Institute of Management at	syllabus;
	A hmedabad / Calcutta / Patna,	
	National Institute of Training	
	in Industrial Engg., Bombay, etc.	
	(ii) Institution such as day/night	
	Adult School intended for the	
	spare time education of adults,	
	wages earners are not included in	
	the definition of School/College.	
	(iii) The various types of School Passes	
	are admissible subject to the	
	production	
	duction a certificate from the	
	appropriate	
	authority.	

School Card Pass

Category	Condition of entitlement	Entitlement
(1)	(2)	(3)
Groups A. B. C.	Will be issued for student member	Wads of railway servants

& D	of the	drawing
	family of the railway servant to travel	pay of Rs.700 and above in revised
	between the station of the residence of	scale may be permitted to travel in
	the railway servant and the station nearest	I Class, and chose of railway servants
	to the school on production of a certificate	drawing less than Rs. 700 in II class.
	from the recognised Institution	
	where the student is studying.	

SCHEDULE 4

Post-Retirement Complimentary Pass

Category	Number of passes	Conditions for issue of post-retirement complimentary pass	Other facilities
	admissible		
	in one year		
(I)	(2)	(3)	(4)
Groups A & B		(i) Post-retirement Complimentary (i)	A retired railway servant
(a) With 20 years service on Railways and above but less than 25 years.	2 sets	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.	may he issued on his request one set of complimentary pass in the last month of the current Calendar year for journey commencing on the next year duly debiting such issue of complimentary pass in the next year's account.
(b) With 25 years service on Railways and above.	3 sets	However, Group 'D' railway servants get the pass for self and wife/husband only.	
C		(ii) The class of pass as are applicable to railway servants in service will apply in respect (ii)	
(a) With 20 years service in the Railways and above but	1set	of post-retirement pass.	A retired railway servant, if he so desires, can obtain his complimentary passes from a railway nearest
		(iii) Passes may be issued to those Railway servants who quit	

less			to
than 25 years.		service or resign from service	his place of residence
(b) With 25 year service in Railways and above.	2 sets	except in cases of dismissal from service on the grounds considered good and sufficient by the competent authority.	and that railway only will issue such passes to him thereafter. The railway thus opted by the retired Railway servant will be
D (a) With 25 years service in Railways and above.	1 set, in alternate year	(iv) Retired railway servants who were 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 capacity for this purpose.	recorded in his service records and that railway will be supplied with all the essential details including specimen signature of the retired railway servant, date of birth of his children and permanent residential address. The railway thus opted will prepare and maintain pass index cards of the retired railway servant.
(b) Less than 25 years service.	Nil	(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	(iii) The retired railway servant can charge 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.

		after the date of retirement	
		does not exceed the number	
		of post-retirement	
		complimentary	
		passes for which he	
		is entitled in a calendar year.	
		(vi) In the post-retirement	
		complimentary	
		pass issued to a	
		female railway servant, her	
		husband whether he is earning	
		or not is included.	
		(vii) In cases where the	
		husband	
		and wife are retired railway	
		servants, they may avail the	
		complimentary passes on	
		each other's account.	
		(viii) When a railway servant	
		himself	
		or a member of his	
		family eligible for post-	
		retirement complimentary	
		pass who is blind in both	
		eyes, travels 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 to both the eyes.	

SCHEDULE 5

Residential Card Pass

Category	Conditions of entitlement	Entitlement
(1)	(2)	(3)
Groups A, B, C, &	Will be issued to those railway	Entitles the holder:-

D		
	servants who live away from	(i) If he is Group 'A' or Group 'B' to
	the place of their work to travel	be issued with the Pass for First
	to their place of work, over	Class 'A';
	the sections where this facility	(ii) if he is in Group 'C' drawing pay
	was in vogue prior to 14.12.1953.	of Rs. 700 and above to be issued
		with First Class Pass; and
		(iii) if he is in Group 'C' or Group 'D'
		drawing pay of less than Rs. 700
		to be issued with Second Class
		Pass.
		Note: No attendant is allowed in
		Residential Card Pass.

SCHEDULE 6

Special Pass