

NORTH CENTRAL RAILWAY

NCRPS-6067/2021

Head Quarter, Office  
Subedarganj, Prayagraj

No. 797-E/Policy/2021/Pass

Dated: 17.08.2021

All PHODs / CHODs, NCR HQ office, Prayagraj,  
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,  
CWM/JHS WS, CWM/MLR WS, CWM/RSK/STLI, CWM/CPOH Prayagraj,  
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, DyCPO/WS/JHS,  
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,  
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP  
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,  
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CITA / Kanpur,  
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,  
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training  
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,  
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,  
Principal- Electric Training Centre/TRD/Jhansi.

**Sub:** Clarification regarding the term "availing of Passes/PTO's".

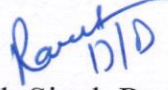
**Ref:** Railway Board Letter No. E(W)2021/PS5-2/12 dated 28.07.2021.

...X...

Copy of Railway Board's letter NO. E(W)2021/PS5-2/12 dated  
28.07.2021 alongwith its enclosures, is annexed herewith for further  
necessary action.

Policy Letter Circulated under NCRPS is also be available on website  
[www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) (About us→Department→Personnel→NCR Policy Circulars).

**DA:** as above

  
(Lavkush Singh Rawat)  
**APO/IR**  
For General Manager/P

C/- Secretary to GM for kind information to General Manager.  
C/- Secretary to AGM for kind information to AGM.  
C/- All Personnel Officer in HQ.  
C/- All Recognized Union and Associations



Koffeakko - 275887  
30/7/21

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड) (RAILWAY BOARD)

No. E(W)2021/PS5-2/12

New Delhi, dated 28.07.2021

The General Managers (P)  
All Zonal Railways & PUs

Sub: Clarification regarding the term "availing of Passes/PTOs".

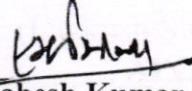
Ref: Eastern Railway's letter No.E.839/2/Policy/Ministerial Staff dated 06.05.2021.

With reference to Eastern Railway's letter cited under reference, the interpretation for the term "availing of Pass/PTO" as to whether it means drawal of Pass/PTO or performing actual journey, has been examined in the light of extant Pass Rules.

2. Railway Servants (Pass) Rules, 1986 (Second Edition-1993) [i.e. Item No.3(xiii) of General Rules relating to Privilege Passes/PTOs under Schedule-II] stipulates that Privilege Passes and PTOs once issued, but not availed of can be credited back in special circumstances, to be recorded in writing. Thus the rule provision itself differentiates "issued/drawn Passes/PTOs" and "availed Passes/PTOs". Accordingly it is clarified that drawl of Pass/PTO cannot be construed as availing of Pass/PTO. Only if booking of ticket and travel is made on a Pass/PTO, it can be considered as availing of Pass/PTO for all purposes, unless specifically stipulated otherwise.

3. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

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उप मुकाधि० (मुख्या०)	
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मु० कार्या० अधि० / कार्या० अधि०	

  
(Mahesh Kumar Meena)  
Joint Director Estt. (Welfare)  
Railway Board