

GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)

(76)

NO.E(W) 2001 PS 5-9/6

New Delhi, dated, 6 -07-2001

The General Managers,  
All Zonal Railways & Production Units,  
Director General/RDSO.

**Sub: Condonation of delay in applying for issue of kit  
pass/settlement pass – Issue of guidelines.**

As per items 16(ii) and (iii) of Schedule VII (Special Passes) of Railway Servants (Pass) Rules, 1986, Second Edition-1993, applications for settlement passes should be submitted within one year from the date of retirement (or demise) of railway servant. Delays in deserving cases may be condoned by the General Managers/AGMs, or CPOs/DRMs in case of Group "C" and "D" employees, but settlement passes should not be issued beyond a period of two years after retirement. Requests for settlement passes to be issued beyond a period of two years are required to be referred to the Ministry of Railways, if considered justified

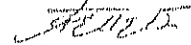
2. It is seen that a number of requests for issue of kit pass/settlement pass are being forwarded to the Ministry of Railways for condoning delay in applying for issue of settlement pass. It has now been decided that the delayed cases in consonance with the following guidelines only may be forwarded for consideration of Board:

- (i) It should now be made compulsory on the part of Railway servant to intimate the Railway administration within one year from the date of retirement if they anticipate any delay, specifying reasons and the period of delay for availing of Kit passes beyond one year from the date of retirement, simultaneously seeking condonation of delay.
- (ii) Only such cases of delay beyond two years as are genuine and absolutely deserving Board's consideration for condonation of delay may be forwarded to Board.
- (iii) The cases of condonation of delay on account of continued employment of spouse not exceeding one year from the date of retirement of the spouse as have already been intimated by the retired Railway servants within one year from the date of retirement, may be forwarded for Board's consideration.

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(iv) The cases of delay on account of re-employment in RCT/RRT and permanent absorption in PSUs and Autonomous Bodies need not be forwarded to Board, since the retired employees are entitled to avail of the facilities extended by these organisations.

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

4. Receipt of this letter may please be acknowledged.



( Vidya Dhar Sharma )  
Desk Officer Estt. (Welfare)

Copy to FE(HU), Railway Board.