

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(W)2002PS5-1/10

Rail Bhavan, New Delhi, dt.8 .04.2005

The General Managers,
All Indian Railways,
Production Units

Sub: Procedure for issue of duty passes to eligible railway employees/GRP.

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It has come to the notice of Board that in the absence of proper procedure on the issue, renewal and cancellation of duty passes issued to railway employees, the same are being misused even by outsiders. In order to keep a strict vigil on the duty passes issued, the following procedure may be followed in issue, renewal and cancellation of the duty passes issued by the railways:-

- (i) Instructions contained in Railway Servants (Pass) Rules, 1986 (Second Edition, 1993) below schedule I, under item II(7), should be followed strictly.
- (ii) Bronze, metal pass/card pass with all-India validity below JAG officers/staff not to be issued by the railway administration. In case of exigency, Duty Card Passes with all-India validity may be issued to below JAG officers in the entitled class with the personal approval of GM. This power should not be delegated further(Ref: Board's letter No. E(W)2000PS5-1/21 dt. 26.9.02).
- (iii) Duty Card Passes to eligible railway employees should be issued affixing photographs excepting in the case of card passes issued to IRPOF, AIRPF and to both the recognised federations i.e. AIRF and NFIR (Ref: Board's letter No. E(W)2002PS5-1/10 dt. 18.6.02, Board's 1982PS5-1/1 dt. 23.6.82, 24.12.82, 4.5.83 and 30-7-93). Vigilance inspectors may also be exempted from filling up the entries in the card passes (Ref: Board's letter NO. E(W)1981PS5-1/2 dt. 7.8.82) One photograph of the person whom Duty Card Pass has been issued should be pasted in the relevant page of the register alongwith other details.

Handwritten signature and stamp in the bottom left corner.

Handwritten initials or mark in the bottom right corner.

- (iv) Duty Card Passes to GRP personnel should be issued strictly in accordance with the provision contained in Board's letter No. E(W)86PS5-13/1 dt. 21.2.86.
- (v) Duty Card Passes to GRP may be issued on the basis of requisition received from DIG/IG of police and recommended by the CSO. In case of railway employees Duty Card Passes may be issued on recommendation from the concerned HOD. It may be ensured that railway employees, whose nature of duties involve, frequent journeys, only are recommended for issue of Duty Card Passes. Duty Card passes should be issued normally for a validity period of one year only excepting card passes issued to audit officers.
- (vi) A proper register should be maintained for the purpose of issue of duty card pass and a separate page should be allotted for each card pass and necessary entries should be made therein when-ever fresh Duty Card Pass is issued for the first time and subsequent renewal thereafter. The scrutiny of the register should be made every month to find out whether any card pass is due for renewal and if the card pass is not renewed after expiry of its validity the concerned official should be called for surrendering the card pass. No. official should be allowed to keep the card pass with him after expiry of its validity.
- (vii) Periodical review should be undertaken to destroy the card pass, after expiry by burning into ashes in the presence of a committee of three members including a gazetted officer nominated for the purpose. Till destruction of the card pass, all documents, i.e. requisition, recommendation of HOD/CSO, as the case may be, approval of the competent authority, for issue/renewal etc., should be kept in safe custody for verification at any stage. Entry regarding destruction of Duty Card Pass should be made in the register maintained for the purpose.
- (viii) In the case of loss/theft of card pass/metal pass the same should be immediately reported to police and acknowledgement should be obtained. The fact of theft/loss should also be immediately advised to commercial department to prevent its subsequent use. Duty Card pass/ metal pass against loss/theft should be issued only after completing the requisite formalities including recovery of fines.

The above instructions are not exhaustive, but for general guidance. All out precautions should be taken to prevent fraudulent use of the Duty Card Pass/metal pass issued to Railway employees/GRP.

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copy to EDVT for final information