



MODERN COACH FACTORY, RAEBARELI  
(Personnel Department)

S.N.60

Office of the  
General Manager (P)

PS. No.24/2021

NOTE

**Sub:** Extension of validity of Passes/PTOs consequent to lockdown measures notified to prevent the spread of COVID-19.

**Ref:** Dy. Director Estt. (Welfare)-I Railway Board L.N. E(W)2020/PS5-2/7, New Delhi, Dt. 30.06.2021. (S.N.59)

A copy of above referred letter is enclosed herewith, for kind information and necessary action.

**DA:- As above.**

**No. E/MCF/RBL/Policy/Pt-II**

**Date: 14/07/2021.**

*Mus 14-07-21*  
Assistant Personnel Officer/Staff  
For General Manager (P)

o/c 14/07/21

Copy to:

1. All PHODs, CHODs, Dy. HODs, SPOs, APOs MCF/RBL.
2. Incharge NG-I & II P.Branch.
3. FS & Pass Section P. Branch.



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

No. E(W)2020/PS5-2/7

New Delhi, dated 30.06.2021

The General Managers (Personnel & Commercial)  
All Indian Railways & Production Units.

**Sub: Extension of validity of Passes/PTOs consequent to lockdown measures notified to prevent the spread of COVID-19.**

The demands received from National Federation of Indian Railwaymen (NFIR), All India Railwaymen's Federation (AIRF) and others for extending the normal validity period of Passes/PTOs consequent to lock down measures notified by State Governments to contain the spread of second wave of Covid-19, have been examined in consultation with Commercial & Finance Directorates of Railway Board.

2. Keeping in view the exceptional circumstances, the Competent Authority has accorded approval for extension of validity of unused Privilege Passes (PP)/PTOs, Post Retirement Complimentary Passes (PRCP) and Widow Passes (WP) (i.e. Passes/PTOs) of Calendar Year 2020 & 2021 drawn from 01.11.2020 onwards and for issue of Year Ending Passes/PTOs of Calendar Year 2020, upto 30<sup>th</sup> Sep 2021.

3. While extending the validity of Passes/PTOs, the following guidelines may be kept in view:-

(i) Even in cases where ticket booking has been made but no journey is actually performed on the already drawn Passes/PTOs, validity extension upto 30<sup>th</sup> Sep. 2021 may be granted by Pass Issuing Authorities (PIA), after obtaining necessary declaration in this regard.

(ii) The Year Ending Passes/PTOs of 2020, if due, may be issued till the last date of extended validity period i.e. 30<sup>th</sup> Sep. 2021. However, such Passes/PTOs shall be valid for travel upto 30<sup>th</sup> Sep. 2021 only, irrespective of the date of issue.

(iii) The Railway Servants, who had retired during the lockdown period and could not draw PP/PTOs as per entitlement while in service, may be permitted to draw PPs/PTOs as admissible under the Railway Servants (Pass) Rules, 1986 (Second Edition – 1993), as a special dispensation. PP/PTOs in such cases may be issued on the above lines, reckoning the date of retirement as notional date of issue of PP/PTO.

(iv) In case of full set Passes/PTOs, whose validity expired but only half-set has been used for onward journey, the validity of such Passes/PTOs may be extended upto 30<sup>th</sup> Sep. 2021. If the beneficiary is stuck in outstation, the validity extension may be done by the nearest PIA.

(v) The validity of Transfer Passes, Kit Passes, Settlement Passes, School Passes and Special Passes on medical grounds, etc. which have already been issued but unused may be extended upto 30<sup>th</sup> Sep. 2021, taking due note of associated conditions of such Passes and requirements in view.

(vi) The validity of Passes/PTOs, etc issued to the officials of Railway Audit Department and also the officials of other Departments serving Indian Railways on deputation, may also be extended upto 30<sup>th</sup> Sep. 2021.

(vii) The validity of Complimentary 'Admin' Cheque Passes admissible to non-railway servants viz., Staff of Commission of Railway Safety, Sahayaks (Licensed Porters), full time regular staff employed in quasi-Railway Institutions/Federations/Recognized Unions/SBF Units, etc with validity period at par with Railway Servants, may also be extended upto 30<sup>th</sup> Sep. 2021.

4. The Zonal Railways & PUs may advise all the PIAs under their control to take necessary action accordingly and not to stipulate any specific date/time limit on their own for receiving requests for validity extension, issue of Year Ending Passes/PTOs of 2020, etc and to entertain the same till the last day of extended validity period i.e. 30<sup>th</sup> Sep 2021 to avoid crowding and rush in Pass Sections.

5. Fresh Passes/PTOs to be issued henceforth against the current calendar year (i.e. 2021) account shall be for the normal validity period (i.e. Five months) only.

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

*V. Muralidharan*

(V. Muralidharan)  
Dy. Director Estt. (Welfare)-I  
Railway Board

No.E(W)2020/PS5-2/7

New Delhi, dated 30.06.2021

Copy to:-

The Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

*V. Muralidharan*

for Member (Finance)/Railway Board

Copy forwarded to:-

1. Executive Director/PM, Railway Board : For advising CRIS/IRCTC/PRS Units to facilitate booking of tickets on revalidated Passes/PTOs.
2. EDPC-II/Railway Board : W.r.t E-Pass/PTO Module of HRMS
3. Computer Cell/C&IS, Railway Board : For uploading on MoR's website for the information of all concerned.
4. Director (GA), Railway Board
5. As per standard list

Copy also forwarded for information to:-

1. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi.
2. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi.
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Firoze Shah Road, New Delhi.
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi.
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi.

7. The Secretary, RBSS Group "B" Officers' Association, Rail Bhawan, New Delhi.
8. The General Secretary, RBSSSA, Room No.439, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Promotee Officers Association, Room No. 341-C, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
11. The Secretary, Railway Board Class IV Staff Association, Rail Bhawan, New Delhi.
12. The Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
13. The General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhawan, New Delhi.
14. The General Secretary, All India O.B.C. Railway Employee's Federation (AIOBCREF), Room No.48, Rail Bhawan, New Delhi.



for Secretary/Railway Board