



भारतीय रेल
बनारस रेल इंजन कारखाना
Indian Railways (Government of India)
Banaras Locomotive Works
Varanasi-221004, India.



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ADV-7

NO- GM(P)/Ruling/LTC Procedure.

Dated – 19.03.2021

All Concerned

BLW/Varanasi,&Sealdah/BLW Camp office, New Delhi.

Sub :- Special Dispensation for issuance of Privilege Pass Surrender Certificate (PPSC) of the year 2020 in the year 2021 for availing Special Cash Package (SCP).

A Copy of Railway Board's Letter No.E(W)2020/PS5-1/3,Dated- 04.03.2021 and 17.03.2021 (RBE No.23/2021) is forwarded herewith for information and guidance.

DA- 07 Pages

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(R.K Gupta)

Senior Personnel Officer/HQ

Copy for information and necessary action :-

1 APO/W

2 Ch.OS/Pay Bill,GM(P)

3 Ch.OS/Pay Bill, Pass,GM(P)/W

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For General Manager (P)

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

No. E(W)2020/PS5-1/3

New Delhi, dated 04.03.2021

The General Managers (P)
All Zonal Railways & PUs

The Principal Financial Advisers
All Zonal Railways & PUs

Director General (P)
RDSO, Lucknow.

Sub: Clarification regarding issuance of Privilege Pass Surrender Certificate (PPSC) and availing of Special Cash Package(SCP).

Ref: (i) Board's letter of even number dated 05.11.2020.
(ii) RDSO's letter No. Pass/AILTC dated 18.02.2021.
(iii) North Western Railway's letter No. 615E/Pass/AILTC dated 18.02.2021.

With reference to letters cited under Ref. (ii) & (iii) above, the issues on which clarifications sought have been examined in consultation with Finance Dte., of Railway Board. It has been observed that while extending the SCP Scheme notified by the Ministry of Finance for Railway Servants, it has interalia been specifically indicated under Para 4 of Board's letter cited under Ref. that "SCP will be admissible to all those eligible for AILTC facility in terms of Board's letter No. E(W)2017/PS5-1/3 dated 10.09.2018 and Privilege Pass Surrender Certificate will be a mandatory pre-requisite for availing SCP". The AILTC Scheme, extended to Railway Servants vide Board's aforesaid letter dated 10.09.2018, is subject to the conditions stipulated by DoP&T, vide their OM No. 31011/15/2017-Estt.A-IV dated 27.03.2018. Vide Para 2(v) of DoP&T's OM ibid, it has been stipulated that "the Railway employees will surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail the LTC facility..... Further, if the railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year." In order to ensure compliance of this condition, appropriate procedure stands stipulated for issuance of PPSC, vide Para 4(iv) of Board's aforesaid letter dated 10.09.2018.

2. The facility to avail the balance Passes in the Pass Account, as on 31st December of a calendar year, upto 30th May of next calendar year as Year-ending Passes, is applicable only for availing the passes. In case of AILTC facility, as per the decision of DoP&T, the Railway Servants are to surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail AILTC. In terms of the Scheme "SCP equivalent in lieu of AILTC fare", only the period for availing AILTC against PPSC of 2020, which would have lapsed on 31st Dec. 2020 stands extended upto 31.03.2021. As SCP is admissible to Railway Servants during the 4-year LTC block of 2018-2021, Railway Servants can avail SCP against the PPSC already issued during the year 2020 as well as during the current calendar year 2021.

3. Accordingly, it is clarified that (i) surrender of Privilege Passes of 2020 and issuance of PPSC for the year 2020 is not permissible in the calendar year 2021 and (ii) SCP is admissible against the PPSC of 2020 as well as of 2021, on the terms and conditions as stipulated and clarified by Ministry of Finance from time to time.

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



(V. Muralidharan)

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

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

No. E(W)2020/PS5-1/3

New Delhi, dated 17.03.2021

The General Managers (P)
All Zonal Railways & PUs.

The Principal Financial Advisers
All Zonal Railways & PUs.

Sub: Special Dispensation for issuance of Privilege Pass Surrender Certificate (PPSC) of the year 2020 in the year 2021 for availing Special Cash Package (SCP).

Ref: (i) Board's letters of even number dated 05.11.2020 & 04.03.2021.
(ii) OM No.12(2)/2020/E-II.A dated 16.02.2021 & 10.03.2021 of Department of Expenditure, Ministry of Finance (MoF).

The administrative and other difficulties brought out by South Central & Southern Railways vide their letters, both dated 09.03.2021, have been examined in the light of clarifications issued by MoF vide their OMs cited under Ref.(ii) above and it has been decided to permit issuance of PPSC of the Calendar year 2020 to eligible Railway Servants for availing the Special Cash Package equivalent in lieu of AILTC. Accordingly, PPSC of 2020 may be issued upto 31.03.2021, on receipt of application as prescribed (copy enclosed) in Board's letter No. E(W)2017/PS5-1/3 dated 10.09.2018. The PPSC of 2020 already issued in the Calendar Year 2021 shall also be treated as valid upto 31.03.2021 for SCP scheme.

2. Under this special dispensation, if any Railway Servant becomes eligible for PPSC of 2020 but had already drawn PPSC of 2021, cancellation of PPSC of 2021 may be permitted by the Pass Issuing Authorities (PIA) on receipt of an application (Format at Annexure-I) with the original PPSC of 2021.
3. In cases, where original PPSC of 2021 had already been submitted by the Railway Servants to Personnel/Accounts Section and claimed SCP or for claiming SCP but eligible for PPSC of 2020, on receipt of an application (Format at Annexure-II) without original PPSC of 2021, respective PIA will issue PPSC of 2020. The Railway Servant will deposit the same i.e. the original PPSC of 2020 to respective Personnel/Accounts Section with an application (Format at Annexure-III) for cancellation of PPSC of 2021 already submitted with the claim. Personnel/Accounts Section will take into account the PPSC of 2020 submitted by the Railway Servant and cancel the PPSC of 2021 and return the same to respective PIA for records. The PIAs will ensure that the cancelled PPSCs of 2021 are received back from respective Personnel/Accounts Sections and taken on record. Priority may be accorded by PIAs and Personnel/Accounts Sections to settle such cases well before the closure of SCP Scheme.
4. It may be noted that Privilege Passes credited back to the Pass Account will be considered as un-availed Passes and this special dispensation will be applicable only upto 31.03.2021 for availing the Special Cash Package. Other terms and conditions of SCP scheme shall remain the same, as indicated vide Board's letter dated 05.11.2020 cited under Ref(i) above.
5. This issues with the concurrence of the Finance Directorate of Ministry of Railways.



(V. Muralidharan)

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

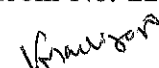
Encl. : As stated

No. E(W)2020/PS5-1/3

New Delhi, dated 17.03.2021

Copy to:-

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

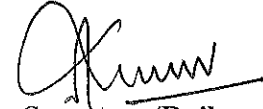

for Member (Finance)/Railway Board

Copy forwarded to:-

- (i) Director (GA), P&AO and Cash-I & Cash-II Branches of Railway Board.
- (ii) Computer Cell/C&IS, Railway Board for uploading on MoR's website for information of all concerned.
- (iii) 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, Feroze 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.
6. The Secretary, RBSS, Group "A" Officers Association, Room No.402, 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

(Format of application as per Board's letter No. E(W)2017/PS5-1/3 dated 10.09.2018)

Application for Privilege Pass Surrender Certificate (PPSC)

I intend to avail "All India LTC" facility under extant CCS (LTC) Rules and request that my Privilege Pass A/c No. _____ may be blocked and I may be issued PPSC. It is confirmed that I have not obtained any Privilege Pass due to me for the current Calendar Year i.e. _____.

- * It is certified that my spouse is not working in any Government Organization/Railway Establishment.
- * It is certified that my spouse Sh./Smt. _____ is also working in this office and he/she has not obtained any Privilege Pass in the current calendar year and his/her PPA No. _____ may also be blocked.
(In this case, the spouse must also sign the application, as joint applicant).
- * It is certified that my spouse Sh./Smt. _____ is working in _____ Railway as _____ and a Confirmation Note in lieu of PPSC issued by his/her PIA is enclosed.
- * It is certified that my spouse Sh./Smt. _____ is working in _____ (name of non-railway department) as _____ (designation) and has not availed LTC facility from his/her Department during the current block year.
- * It is certified that my spouse Sh./Smt. _____ is working in _____ (name of non-railway department) as _____ (designation) and I intend to avail LTC facility from his/her Department.

I undertake that after issuance of PPSC, I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: _____
Name: _____
Designation: _____
Office: _____
Contact No.: _____
Date: _____

* To be scored out, if not applicable.

Pass Section/ _____ Railway

.....Acknowledgement.....
(To be signed & returned to the employee)

Received application dated _____ for issuance of Privilege Pass Surrender Certificate (PPSC) from Sh./Smt. _____ on _____

Pass Issuing Authority
with seal & date

ANNEXURE-I

APPLICATION FOR ISSUANCE OF PPSC OF 2020 IN PLACE OF
PPSC OF 2021

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021. In this context, I am returning the Original PPSC of 2021 bearing No. _____ dated _____, issued after blocking my Privilege Pass A/c No. _____ of 2021 and request for unblocking my PP A/c of 2021. Further, I confirm that I did not avail any Privilege Pass during the Calendar Year 2020 and request that my PP A/c No _____ of 2020 may be blocked and I may be issued PPSC of 2020 for availing SCP.

Signature: _____

Name: _____

Designation: _____

Office: _____

Contact No.: _____

Date: _____

Encl : Original PPSC of 2021.

Pass Section/ _____ Railway

ANNEXURE-II

APPLICATION FOR ISSUANCE OF PPSC OF 2020 IN PLACE OF
PPSC OF 2021 WITHOUT ORIGINAL PPSC

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021. I confirm that I did not avail any Privilege Pass during the Calendar Year 2020 and request that my PP A/c No _____ of 2020 may be blocked and I may be issued PPSC of 2020 for availing SCP.

In this context, it is stated that I am unable to enclose the original PPSC of 2021, bearing No. _____ dated _____, issued after blocking my PP A/c No. _____ of 2021, as I have already submitted the same and claimed SCP/for claiming SCP. In the circumstances, I request for unblocking of my PP A/c No. _____ of 2021 without submission of PPSC of 2021 which will be cancelled and returned by Personnel/Accounts Section.

Signature: _____

Name: _____

Designation: _____

Office: _____

Contact No.: _____

Date: _____

Pass Section/ Railway

ANNEXURE-III

APPLICATION FOR CANCELLATION OF PPSC OF 2021 AND
REPLACING IT WITH PPSC OF 2020

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021 and to get the PPSC of 2021 replaced with that of 2020. In this context, I am enclosing original PPSC of 2020 bearing No. _____ dated _____ and request that the original PPSC of 2021 bearing No. _____ dated _____, already submitted alongwith my SCP Claim, may be cancelled and sent to the Pass Issuing Authority.

Signature: _____

Name: _____

Designation: _____

Office: _____

Contact No.: _____

Date: _____

Personnel/Accounts Section