



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



Office : General Manager/(P)  
Tele : 0542-2642700  
Fax : 0542-2270102  
E mail : [cpo@dlw.railnet.gov.in](mailto:cpo@dlw.railnet.gov.in)

**Pass-24**

NO- GM(P)/ER/Pass-Pt-I

Dated – 29.12.2020

All Concerned

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

**Sub :-** Crediting back of Passes/PTOs already drawn but could not be used even during the extended validity period.

\*\*\*\*\*

A Copy of Railway Board's Letter No.E(W)2020/PS5-2/7,Dated- 28.12.2020 is forwarded herewith for information and guidance.

DA- 02 Pages

( R.K Gupta)  
Senior Personnel Officer/HQ

Copy for information and necessary action :-

1. SPO/W,APO/W, GMP/W office.
2. Ch.os/Pass Section,GMP/W office.

**Signed by Rajkumar Gupta**

**Date: 30-12-2020 16:53:10**

**Reason: Approved**  
For General Manager(P)

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

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

New Delhi, dated 28.12.2020

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

Sub: Crediting back of Passes/PTOs already drawn but could not be used even during the extended validity period.

Ref: Board's letter of even number dated 15.06.2020.

A request received from All India Railwaymen's Federation for cancellation of already issued Passes/PTOs without debiting the respective pass accounts, on the grounds of reduced scale of train services and prevailing COVID-19 situation has been examined in consultation with Commercial Dte. of Railway Board and with the approval of Competent Authority, the following decisions have been taken:-

- (i) In case of Passes/PTOs of Calendar Year 2019, they were available for use of the beneficiaries during the entire year of 2019 and also during the current Calendar Year 2020 with extended validity. Hence, crediting back the unused Passes/PTOs, etc of 2019 is not justifiable and would stand lapsed.
- (ii) In case of Passes/PTOs of Calendar Year 2020, already drawn but could not be used despite of making reservation even during the extended validity period on account of extraordinary circumstances emerged due to COVID-19 pandemic situation and non-operation of train services in normal scale, such Passes/PTOs (i.e. Privilege Passes/PTOs, Post Retirement Complimentary Passes and Widow Passes) may be credited back in respective Pass Accounts subject to the following conditions:-
  - (a) Only those unused Passes/PTOs of the Calendar Year 2020 will be allowed to be credited back on which no journey has been performed though reservation has been made and on depositing the physical Passes/PTOs to the respective Pass Issuing Authority (PIA).
  - (b) In case of Passes/PTOs where the benefit of "Leave Encashment" has been taken by availing the Passes/PTOs of the year 2020, but could not undertake journey due to cancellation of the train, such Passes/PTOs may be treated as availed/used and the same should not be credited back to the Pass account. PIA's may take declaration in this regard.

2. The Zonal Railways & PUs may advise all the PIAs under their control to take necessary action accordingly.

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



(V. Muralidharan)

**Dy. Director Estt. (Welfare)-I**

**Railway Board**

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

New Delhi, dated 28.12.2020

Copy to:-

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



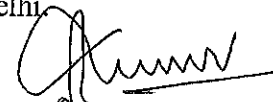
**For Member(Finance)/Railway Board**

Copy forwarded to:-

- (i) Director (GA), 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**