

**PROCEDURE AND GUIDELINES FOR ISSUE OF  
COMPLIMENTARY CARD PASSES**

1. A person covered under any of the following categories and desirous of getting a Complimentary Card Pass (CCP) may apply for the same in writing, clearly bringing out the reasons for which the CCP is required:-

**CATEGORY 'A':** Organisations engaged in social, cultural, educational, sports and welfare activities. Only Two or Three top office bearers of the registered organisations will be considered for issue of CCPs.

**CATEGORY 'B':** Eminent persons engaged in above mentioned activities.

**CATEGORY 'C':** Others which may include CCPs on compassionate/medical grounds for major treatment/surgery etc. involving travel over long distance, taking into account the financial position of the applicant and the medical need.

The application should contain complete postal address and also necessary supporting documents.

2. CCPs can be issued only with the personal approval of Minister of Railways.
3. CCPs may be issued over one or more Zonal Railways with validity period usually not exceeding one year at a time. The CCP entitles the holder to perform rail journeys from any station to any station and any number of times.
4. CCPs may be issued for travel in 2<sup>nd</sup> AC or 3<sup>rd</sup> AC or Sleeper/Second Class depending upon the status of the Organisation/Individual and at the discretion of Minister of Railways. In deserving cases, permission to travel in First AC Class and also for taking a Companion in the same Class or Sleeper/Second Class may be given. The Passes issued may be valid for one year only, except in deserving and exceptional cases as decided by the Minister of Railways.
5. Applications with Competent Authority's orders thereon will be sent to G(Pass) for issuing CCPs. If the case does not fall within the guidelines, G(Pass) will resubmit it for reconsideration.
6. Proper records of the details of the CCPs issued will continue to be kept in the G(Pass) and E(W) Branches of Railway Board respectively.

**NOTE :**

- (i) Endorsement for renewal of CCP on expiry of its validity is not permitted. However, request for another CCP may be considered on receipt of fresh application. A new CCP can be issued only with the personal approval of Minister of Railways.
- (ii) The number of CCPs that can be issued/valid in a financial year shall not exceed 300 Nos. If a Companion is permitted in the CCP, it will be counted as 2 CCPs.
- (iii) CCP cannot be claimed as a matter of right on fulfilling the criteria stipulated above.

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