

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

1. A person covered under any of the following grounds and desirous of getting a Complimentary Cheque Pass may apply for the same in writing, clearly bringing out the reasons for which the Complimentary Cheque Pass is required:-
  - (A) 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.
  - (B) Compassionate grounds, e.g., in the case of passengers losing their money and belongings in theft/picking of pockets, etc.,
  - (C) Eminent persons engaged in social, cultural, educational, sports and welfare activities when they have to undertake emergent and specific journeys on matters of importance.
  - (D) Poor and destitute persons who are required to perform specific journeys.

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

2. Complimentary Cheque Passes can be issued in deserving cases and only with the personal approval of Minister of Railways/Minister of State of Railways/Deputy Minister of Railways (MR/MOS(R)/DMR) and Board Members.
3. In emergent cases when MR/MOS(R)/DMR are not present in office, Complimentary Cheque Passes may be issued on the requisition from the designated officers of the Gazetted rank in the Minister's Secretariat communicating the approval of MR/MOS(R)/DMR.
4. Not more than a maximum of four persons will be allowed on one Complimentary Cheque Pass.
5. Validity of Complimentary Cheque Pass will not exceed 15 days for one-way journey and 30 days for both-ways journey or as specified by the Pass Issuing Authority on special circumstances, depending on the nature of the case.
6. Applications with Competent Authority's order thereon will be sent to G(Pass) Branch/Railway Board for issuing the Complimentary Cheque Passes. If the case does not fall within the guidelines, G(Pass) will remit it back to the concerned authority for reconsideration.
7. Proper records of the details of the Complimentary Cheque Passes issued will be kept in the G(Pass) Branch.

**NOTE:**

- (i) The number of Complimentary Cheque Passes that can be issued for individual to-and-fro journey in a financial year shall not exceed 2000 Nos.(MR:1000 Nos.; MOS(R)/DMR : 900 Nos.; Board Members : 100 Nos.). In case, a Pass is granted to a person for only one-way journey, it will be counted as ½ No. of Pass and if issued for to-and-fro journey, it will be counted as one Pass. If single Pass valid for to-and-fro journey is issued in favour of two persons, then it will be counted as 2 No. of Passes.
- (ii) Complimentary Cheque Passes cannot be claimed as a matter of right on fulfilling the criteria stipulated above

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