

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)**

No.E(W)2011/PS 5-13/1

New Delhi, Dated : 13.05.2011

The General Manager,  
All Indian Railways.

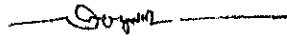
**Sub: Issue of Duty Card/Cheque passes to the personnel of  
Government Railway Police.**

In terms of provisions contained in item 37 under Schedule VII of Railway Servants (Pass) Rules, 1986, personnel of Government Railway Police may be issued Duty Card/Cheque passes for travelling over the Railways in performance of their duties over specified jurisdiction. Further conditions relating to issue of such Card/Cheque passes to GRP personnel are contained in Railway Board's letter No.E(W)86/PS 5-13/1 dated 21.02.86.

2. It has come to notice that some of the Railways are deviating from the policy instructions contained in Board's aforementioned letter dated 21.02.86 in the matter of issuing Duty Card/Cheque passes to GRP personnel. Some of the Railways have also sought clarifications from Railway Board in the matter. It is clarified that Duty Card/Cheque passes are to be issued to GRP personnel exactly in accordance with the policy instructions contained in Board's letter dated 21.02.86. Any deviation/digression from the said policy guidelines is not permissible. A gist of the policy contained in Board's letter of 21.02.86 is as mentioned below:

- i. Duty Card passes may be issued to GRP personnel who are required to travel frequently and pass entitlements of such personnel should generally correspond to similarly placed Railway officials. Pay scale/ Pay limits have been prescribed in the letter dated 21.02.86 for issue of 1<sup>st</sup> Class/2<sup>nd</sup> Class Duty Card pass. 1<sup>st</sup> AC Class Duty Card passes may also be issued to eligible officers of GRP viz. IG/DIG/AIG. However, no metal passes are to be issued to GRP officers.
- ii. Such a Card pass shall be issued to a GRP officer/personnel only if he/she is exclusively in-charge of or concerned with Railway Police and has no other duties to perform. In cases where GRP officers are supervising Railway police in addition to certain other duties, they may be issued Duty Cheque passes in connection with performance of duties over the Railways for self only, with the approval of the General Manager.

- iii. Such Duty Card passes shall be available for the entire jurisdiction of the officer/officials of GRP even if the same extends to the contiguous Railway(s). The passes will be issued by the Railway covering the headquarters of the GRP personnel concerned. Duty Card passes covering other States or with all India validity shall not be issued to GRP officers/personnel in view of the limitation of their jurisdiction
  - iv. Permission for the family to accompany the GRP officer while travelling on duty within the jurisdiction specified as also facility of orderlies/attendants would be granted on the Duty Card pass in cases where GRP officers are otherwise eligible for such facility. Family is defined in the letter of 21.02.86.
  - v. In cases where State Governments do not find the above stated arrangements satisfactory, the GRP officers/personnel may perform journey on duty on the Railways under the civil travelling allowance rules applicable to them by purchasing tickets and Railways will bear the cost as per policy prescribed in letter dated 21.02.86
3. The requirement of Duty Card/Cheque passes to be issued to GRP personnel should be correctly assessed having regard to movement of trains and other relevant factors and such number of passes may be issued keeping a proper accountal thereof.
  4. It is once again clarified that policy instructions contained in Board's letter dated 21.02.86 need to be scrupulously followed in the matter of issue of passes to personnel of Government Railway Police.
  5. This disposes of the letter No.E/P/GRP-Card Pass/Patna/ECR/07/562 dated 22.02.2011 of East Central Railway and letter No.P-HQ/PAS/982/1/12991 dated 24.01.2011 of South East Central Railway vide which clarifications were sought by them.

  
( Debasis Mazumdar )  
Joint Director Estt.(Welfare)  
Railway Board.

Copy to :-

1. DG/RPF, IG/Admn./RPF, DIG/P&TS, Security (E), Security (G), Security (Spl.) and G.Br., Railway Board.
2. Chief Security Commissioner, All Indian Railways.

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RBE NO. 41/86.

GOVERNMENT OF INDIA  
MINISTRY OF TRANSPORT  
DEPARTMENT OF RAILWAYS  
(RAILWAY BOARD)

NO.E(W)86PS5-13/1

New Delhi, dt. 21-2-86.

General Managers,  
All Indian Railways.

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nian)  
(Welfare)

Sub: Issue of Duty Card Passes to  
the Personnel of Government  
Railway Police.

1.05.1987.

Instructions have been issued from time to time on the subject of issue of Duty Card Passes to the personnel of the Government Railway Police. A number of references are being received from Zonal Railway Administrations and Inspector General of Police of various State Governments seeking clarifications in regard to issue of Passes to the above personnel. It has accordingly been considered necessary to consolidate the same in a general circular covering the salient points of these instructions to ensure strict compliance with the same. These instructions are as under:-

1. Duty Card Passes: Duty Card Passes are to be issued to the Government Railway Police Personnel who are required to tour frequently and the class of pass issued should not be higher than that allowed to the Railway Officials drawing corresponding salaries, namely, Rs.575/- and above I Class; and less than Rs.575/- II Class. Where, however, the State Governments do not find this arrangement satisfactory there is no objection to their Government Railway Police personnel being governed by the civil travelling allowance rules, whereunder journeys will be made on tickets purchased on the ordinary way and the permissible travelling allowance drawn, the Railways bearing the actual cost of the tickets of the class admissible to the 'order staff' under the civil travelling rules and 1/4th of cost of the tickets admissible to and purchased by the Supervisory Staff.

ii) Duty Card Pass may also be issued to an Assistant Inspector General or Deputy Inspector General or Inspector General of Police of a State, only if he is in sole charge of the supervision of Railway Police and has no other duties to perform. Therefore, no Duty Card Pass should be granted to an Inspector General, Deputy or Assistant Inspector General of Police whose work does not

Railways

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consist solely of the charge of Railway Police. There is however, no objection to General Managers issuing duty cheque passes (to the officer only and not for the family) to an Inspector General or to Deputy or Assistant Inspector General of Police whose duties also involve the supervision of the Railway Police force, but only on those occasions on which they proceed on tour with the particular purpose of inspecting or supervising the Railway Police or on matters directly connected with the Railway Police.

iii) Duty Card Passes issued to the Officer of the GRP may be made available for the entire jurisdiction of the official concerned even if the same extends to the contiguous railway. The pass will be issued by the Railway covering the headquarters of the GRP personnel concerned.

iv) As regards the grant of passes to the orderlies of Government Railway Police officers, the requisite number of card passes should be issued on indent from the Government Railway Police officers for use by the orderlies required to travel on railway duty in the same way as for journeys of peons attached to Railway Officers, namely one peon/orderly is permitted to accompany one officer.

v) Passes in favour of the officers of the GRP will be issued with an endorsement permitting the officer's family\* to accompany him while touring only within his jurisdiction and not outside his jurisdiction. However, the family members cannot travel if the officer who proceeds on duty

\*Family for purposes of these rules as under:

- a. (i) Wife of an employee whether she is earning or not;
- ii) - Husband of an employee whether he is earning or not;
- b. Sons under 21 years of age they are wholly dependent employee;
- c. Unmarried daughters whether earning or not;
- d. Widowed daughters provided wholly dependent on the em;

- e. Step-sons, unmarried step-daughters, and one adopted child, subject to the age limit prescribed in (b) above, provided they are wholly dependent on the employee.
- f. Legally divorced daughter, provided she is wholly dependent on the railway employee for her maintenance and resides with him and has no independent source of income.

- NOTE:
- i) Family does not cover parents including widowed mother;
  - ii) The age restrictions laid down in sub-clause (i) will not apply to bona-fide students of recognised educational institutions. This is not admissible for language/correspondence courses either whole time or partime and also student sons/daughters who have appeared in an examination or passed the same till they are re-admitted.

A certificate from the Head of the recognised institutions must be obtained and furnished to the pass issuing authority to prove that he is a bonafide student.

- vi) ~~vi)~~ Officers of the GRP even if drawing pay of Rs.1800/- and above per month are not eligible to be issued DCP/Cheque Passes in Air-conditioned class.
- vii) The penalty for loss of DCP/Cheque Pass will be the same as applicable to Railway Officers which are as under:-

Duty Card Passes

- (i) First Class - Rs.35/-
- ii) Second Class- Rs.12.50/-

Cheque Passes

- (i) First Class - Rs.10/-
- ii) Second Class- Rs.5 -

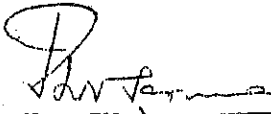
- viii) The Duty Card Passes as also 'General' Card Passes issued to GRP-personnel are exempted from affixing of photographs provided he is carrying with him a valid identity card with photograph issued by his parent Department. The requirement in regard to

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filling up of the entries in the Annexure of the card pass has to be complied with, failing which, the holder will be treated as travelling without valid authority.

2. The above will be in supersession of instructions issued on the subject.

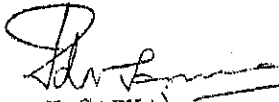
Hindi version will follow.

  
(P.L.N. SARMA)  
Desk Officer, Estt. (Welfare)  
Railway Board.

NO.E(W)86PS5-13/1

New Delhi, dated 21-2-86.

Copy to: The Secretary, Home Department of all State Governments and Union Territories, with a request to suitably incorporate/amend their G.R.P. Regulations in relation to issue of Passes.

  
(P.L.N. SARMA)  
Desk Officer, Estt. (Welfare)  
Railway Board.

Copy to: D.G., R.P.F. (with 20 spares), D.I.F., R.P.F., Security (E), Security (G), Security (Spl.) and 'G' Pass/Board's Office.