



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)473/P/FP/Vol.VIII

प्रधानकार्यालय/Headquarters Office  
कार्मिक शाखा/Personnel Branch  
चेन्नै/Chennai - 600 003  
दि. / Dated: 27-02-2020

आर बी ई सं/RBE No. 24 / 2020

पी बी सी सं/ PBC No. 30 / 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc..

(As per mailing list-'A')

Sub: Amendment in the Railway Servants (Pass) Rules, 1986  
(Second Edition – 1993) (RSPR – 1986) to provide for  
issuance of Passes / PTOs in digitized / electronic mode.

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A copy of Railway Board letter No.E(W)2016/PS5-1/9 dated  
21-02-2020 on the above subject is enclosed for information, guidance and  
necessary action.

  
(S.JANAKIRAMAN) 27.02.2020

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

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

No. E(W)2016/PS5-1/9

New Delhi, dated 21.02.2020

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

Sub: Amendment in the Railway Servants (Pass) Rules, 1986  
(Second Edition-1993) [RSPR-1986] to provide for issuance of  
Passes/PTOs in digitized/electronic mode.

In order to enable issuance of all kinds of Passes/PTOs to Railway Servants as well as to non-Railway Servants (wherever applicable) in digitized/electronic mode, it has been decided with the approval of the Competent Authority to amend Rule 4 of the RSPR-1986. Accordingly, Rule 4 of RSPR-1986 is hereby substituted as per following:-

**"4. Kinds of Passes:-**

(1) A railway servant or the entitled members of his/her family and dependent relatives as defined in these Rules may be issued the following kinds of passes, namely:

- (i) Duty Pass;
- (ii) Privilege Pass including passes while on deputation;
- (iii) School Pass;
- (iv) Post-Retirement Complimentary Pass;
- (v) Widow Pass;
- (vi) Residential Card Pass; and
- (vii) Special Pass.

(2) The Passes specified in sub-rule (1) and PTOs may be issued in the form of:-

- (i) Metal Pass; or
- (ii) Card Pass; or
- (iii) Cheque Pass; or
- (iv) Electronic format as prescribed in relevant administrative instructions issued by Ministry of Railways (Railway Board).

(3) In case of passes (i.e. Complimentary etc.) being issued to non-Railway Servants, the form (i.e. Electronic/otherwise) shall be as prescribed in relevant administrative instructions issued by Ministry of Railways (Railway Board)."

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

*V. Muralidharan*

(V. Muralidharan)

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

No. E(W)2016/PS5-1/9

New Delhi, dated 21.02.2020