(40)

केन्द्रीय रेल विद्युतीकरण संगठन
1, नवाब युसुफ रोड, सिविल लाइन्स, प्रयागराज
(कार्मिक शाखा)

संख्याः ई/आरई/राज./निति/परिपत्र/2023 दिनांक 04.07.2023

1. प्रमुंजी, मुप्रअ, प्रमुसिंगदूंजी प्रभंडानिक, वउमहाप्र/मुसतर्काधि, प्रविस, प्रमुकाधि/कोर/प्रयागराज।
2. मुख्य परियोजना निदेशक, अम्बाला, लखनऊ, कोलकाता, अहमदाबाद, जयपुर, बैंगलोर, चेन्नई, गुवाहाटी एवं सिकन्दराबाद।
3. सचिव/महाप्र/कोर/प्रयागराज।
4. सचिव/अधिकारी संघ एवं पदोन्नति अधिकारी संघ/कोर/प्रयागराज।
5. सचिव NRMU एवं NCRES कोर/प्रयागराज।
6. कार्याधि (अराज.), हित निरीक्षक एवं पास/समापन अनुभाग कोर/प्रयागराज।
7. समस्त डीलिंग लिपिक कोर/प्रयागराज।

विषय : Standardization of documents required for inclusion of family members/dependent relatives, etc in Passes/PTOs.

संदर्भ : रेलवे बोर्ड का पत्रांक No. 2023/E(W)01/08/1 dated 24-05-2023.

रेलवे बोर्ड से प्राप्त पत्रांक No. 2023/E(W)01/08/1 dated 24-05-2023 की फोटो प्रतिलिपि सूचना एवं मार्गदर्शन हेतु प्रेषित है।

04/07/2023

(एम.एस. मिश्रा)
वरिष्ठ कार्मिक अधिकारी/राज
कृते महाप्रबंधक (कार्मिक)
कोर/प्रयागराज

O/C 04/7/23

11/7/2023

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

आज़ादी का अमृत महोत्सव

G20 भारत 2023 INDIA वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE

No. 2023/E(W)/01/08/1 **New Delhi, dated 24.05.2023**

The General Managers/DGs/CAOs (P)
All Indian Railways &
Production Units.

Sub: Standardization of documents required for inclusion of family members/dependent relatives, etc in Passes/PTOs.

Consequent to digitization of Privilege Passes/PTOs and automation of its issuance, standardization of documents required for inclusion of family members/dependent relatives, etc for all kinds of Passes/PTOs is under consideration. In this context, a table specifying documents required to be furnished in different cases alongwith periodicity, as framed in this Office, is enclosed.

2. The Railways/PUs, etc are requested to go through the table and furnish their suggestions on the basis of field experience and the practices followed in issuing Passes/PTOs to finalize and circulate the same for maintaining uniformity, all over Indian Railways. Missing cases, if any, as well as scope for further simplification of document requirement, may also be intimated.

3. The suggestions/comments may accordingly be sent to Email ID – "durgesh.sharma31@gov.in", latest by **23.06.2023**.

(V. Muralidharan)
Dy. Director Estt. (Welfare) – I
Railway Board
E-mail : ddew1@rb.railnet.gov.in
Tele No.: 011-23047203

Encl : As stated

Copy to:-

JS/Railway Board

TABLE OF DOCUMENTS REQUIRED FOR INCLUSION OF FAMILY MEMBERS, DEPENDENT RELATIVES, ETC IN PASSES/PTOs.

SN.	Purpose	First time	Regular intervals
1.	Inclusion of Spouse.	Self Declaration or Wedding Invitation or Marriage Certificate.	Not required.
2.	Inclusion of son/daughter.	Birth Certificate/School Certificate.	Not required.
3.	Inclusion of full time student Son of age 21 years and above.	(i) Bonafide Student Certificate. (ii) Dependency Declaration#.	**Each Academic Year (AY):-** Any Fee Receipt of new AY. OR Bonafide Student Certificate.
4.	Inclusion of son aged 21 years and above engaged in research work and do not get scholarship/stipend.	(i) Admission letter, issued by Recognised Institution with details whether scholarship/stipend is paid or not with total period of engagement. (ii) Dependency Declaration#.	Not required.
5.	Inclusion of son aged 21 years and above working as an articled clerk under the Chartered Accountant.	(i) Certificate issued by the concerned Chartered Accountant indicating total period. (ii) Dependency Declaration#.	Not required.
6.	Inclusion of Son who is a 'Person with Disability' (PwD).	(i) Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017". (ii) Dependency Declaration#.	Not required.
7.	Inclusion of widowed Daughter.	(i) Death Certificate of the husband of Widowed Daughter. (ii) Dependency Declaration#.	Not required.
8.	Inclusion of legally divorced daughter.	(i) Divorce Decree/Court Order. (ii) Dependency Declaration#.	Not required.
9.	School Cheque Pass.	(i) Bonafide Student Certificate. (ii) Request with details of occasion for travel (i.e. leave, vacation, etc). No document from school is required. (iii) Dependency Declaration#.	**Each AY:-** (i) Any Fee Receipt of new AY. OR Bonafide Student Certificate. (ii) Request with details of occasion.
10.	School Card Pass.	(i) Bonafide Student Certificate. (ii) Dependency Declaration#.	**Each AY:-** Any Fee Receipt of new AY. OR Bonafide Student Certificate.

 # Proforma enclosed.

SN.	Purpose	First time	Regular intervals
11.	Inclusion of adopted child.	Proof of adoption.	Not required.
12.	Inclusion of dependent widowed Mother.	(i)Death Certificate of father of Railway Servant. (ii) (ii) Dependency Declaration#.	Not required.
13.	Inclusion of dependent divorced Mother.	(i) Divorce Decree/Court Order. (ii) Dependency Declaration#.	Not required.
14.	Inclusion of unmarried Sister.	(i)Death Certificate of father of Railway Servant. (ii) Dependency Declaration#.	Not required.
15.	Inclusion of widowed Sister.	(i) Death Certificate of husband of widowed Sister. (ii) Dependency Declaration#.	Not required.
16.	Inclusion of legally divorced Sister.	(i) Divorce Decree/Court Order. (ii) Dependency Declaration#.	Not required.
17.	Inclusion of Brother/Step-Brother under 21 years of age.	(i) Death Certificate of father of Railway Servant. (ii) Dependency Declaration#.	Not required.
18.	Inclusion of full time student Brother/Step-Brother of age 21 years and above.	(i) Death Certificate of father of the Railway Servant. (ii) Bonafide Student Certificate. (iii) Dependency Declaration#.	**Each AY:-** Any Fee Receipt of new AY. OR Bonafide Student Certificate.
19.	Inclusion of Brother/Step-Brother who is a PwD.	(i) Death Certificate of father of Railway Servant. (ii) Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017". (iii) Dependency Declaration#.	Not required.
20.	Inclusion of dependent relatives in case father is missing for a period of atleast 7 years.	(i) Affidavit signed by the Railway Servant and attested by a Magistrate regarding the missing period. (ii) Documents already stipulated in cases when father is not alive, except Death Certificate. (iii) Dependency Declaration#.	Not required.
21.	Inclusion of married daughter in Passes/PTOs when her husband is missing for a period of atleast 7 years.	(i) Affidavit signed by the Railway Servant and attested by a Magistrate regarding the missing period. (ii) Dependency Declaration#.	Not required.
22.	Inclusion of dependent Brother/Sister in Passes/PTOs when step father is alive but severed connection with children.	(i) Notarised Affidavit indicating that step father has severed his connections with the step children. (ii) Dependency Declaration#.	Not required.

 # Proforma enclosed.

SN.	Purpose	First time	Regular intervals
23.	Continuance of Widow Pass facility after demise of railway official and his/her spouse.	(i) Death Certificate of railway official and his/her spouse. (ii) Dependency Declaration#.	
24.	Higher Class Pass to Group 'C' PwD railway employee.	Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017".	Not required.
25.	Inclusion of Companion in case of PwDs.	(i) Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017". (ii) Companion Requirement Certificate duly issued by a Medical Officer not below the rank of Divisional Medical Officer in a Railway Hospital.	Not required.
26.	Issue of split Pass in special circumstances when the railway official is unable to accompany family/dependent relatives.	Request indicating detailed reasons.	----
27.	Issue of separate Second/Sleeper Class Pass to attendant in circumstances stipulated in Pass Rules.	Request indicating detailed reasons.	----

 # Proforma enclosed.

Note:-

1. It will be the responsibility of the Pass Account holder to immediately intimate respective Pass Issuing Authority as and when any beneficiary moves out of dependency criteria.
2. Bonafide Student Certificate issued by the Educational Institutions, recognised by the Central/State Government/Recognised Universities, as per Pass Rules, only shall be valid.
3. For availing Attendant/Guardian/Companion in lieu of Attendant, no specific supporting document is required.
4. Incorrect declaration/suppression of information, if detected, will result in deterrent punishment and forfeiture of Pass facility.
5. Additional documents relevant to clarify specific doubt, if any, only will be called for by respective Pass Issuing Authority in case of any ambiguity. In such cases, the decision will be taken with the approval of SAG level Officer, after obtaining clarification/documents.

PROFORMA

(37)

Dependency Declaration

I _____(Name), _____ _____ (Designation)#, hereby declare that the **following person(s) is/are dependent on me**, as per extant Railway Servants (Pass) Rules, 1986 (Second Edition-1993):-

SN.	Name	Age	Relation with serving/retired official	Monthly income from all sources (in ₹)
1				
2				
3				
4				
5				

2. My Basic Pay is ₹ _____ (For serving officials only).

3. I further declare that if the information/documents furnished by me is/are found false, the Pass facility may be forfeited.

Signature : _____

Name : _____

Designation# : _____

Date : _____

Note:

The declaration shall be submitted by:

(i) Widow/Widower of deceased railway official in case of Widow Pass.

(ii) Eldest beneficiary eligible to be included in Widow Pass in case of continuation of Widow Pass after demise of the railway official & his/her spouse.

In case of non-serving, designation held by the railway official before retirement to be indicated.