



PBC No:208 / 2023
RBE No: --- / ----

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 473 / P / Vol.VII

दिनांक/Dated: 03.11.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

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

A copy of Railway Board's letter No. 2023/E(W)/01/08/1 dated 02.11.2023 on the above subject is enclosed for information guidance and necessary action.

Copy of Railway Board's letter dated 24.05.2023 referred therein is enclosed for reference.

संलग्नक/Encl.10 pages

S K INDUSEKAR

Digitally signed by S K
INDUSEKAR
Date: 2023.11.03 13:10:25 +05'30'

सहायक कर्मचारी संबंधी अधिकारी/Asst. Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.



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



No. 2023/E(W)/01/08/1

New Delhi, dated 02.11.2023

The General Managers/DGs/CAOs (P)
All Indian Railways, PUs & CTIs.

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

Ref: Board's letter of even number dated 24.05.2023, followed by reminder dated 13.07.2023.

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 has been engaging Board's attention. Suggestions/comments of Railways/PUs/CTIs/Recognised Federations were also called for vide letters cited under reference, for finalization of the same.

2. After taking into account the suggestions/comments received in this context, the table of documents required and the format for "Dependency Declaration", finalized in Board are enclosed as Annexure-I & II for use on entire Indian Railways.

3. Pass Issuing Authorities (PIA) are advised to demand only the documents as stipulated in the Annexure and not insist on production of other document(s) which might have been in use in the past. However in case of any ambiguity regarding the eligibility of a beneficiary to be included in the Pass, details/additional document(s) relevant to clarify the doubt may be called for by respective PIA. In such cases, after receipt of clarification/documents from the Pass Account holder, final decision will be taken within 15 days with the approval of an Officer of SAG level in the Personnel Department, overseeing the Pass Section as Competent Authority.

4. The existing cases where the eligibility of beneficiaries already stand settled need not be reviewed by calling for documents stipulated now.

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

V. Muralidharan
(V. Muralidharan)
Joint Director Estt. (Welfare)
Railway Board
E-mail : v.muralidharan@gov.in
Tele No.: 011-23047203

Encl : As stated

Copy to:-

- | | |
|--|---|
| (i) EDPC/Railway Board | : W.r.t. E-Pass/PTO Module of HRMS. |
| (ii) JS/Railway Board | |
| (iii) Computer Cell/C&IS,
Railway Board | : For uploading on MoR's website for
information of all concerned. |

**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 unmarried Daughter.	Birth Certificate/School Certificate.	Not required.
3.	Inclusion of Son who has not attained the age of 21 years and is wholly dependent.	Birth Certificate/School Certificate.	Not required.
4.	Inclusion of full time student Son of the age 21 years & above.	(i) Bonafide Student Certificate (BSC). (ii) Dependency Declaration.	Each Academic Year (i.e. AY):- BSC of Current Academic Year (i.e. CAY). OR Any Fee Receipt (i.e. monthly, quarterly, etc) of CAY.
5.	Inclusion of Son of the age 21 years & above who is 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.
6.	Inclusion of Son of the age 21 years & above who is working as an articled clerk under the Chartered Accountant.	(i) Certificate issued by the concerned Chartered Accountant indicating the total period of Articleship. (ii) Dependency Declaration.	Not required.
7.	Inclusion of Son/Daughter who is a 'Person with Disability' (PwD).	(i) Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017". (ii) In cases wherever applicable, Dependency Declaration.	Not required.
8.	Inclusion of widowed Daughter.	(i) Death Certificate of the husband of widowed Daughter. (ii) Dependency Declaration.	Not required.
9.	Inclusion of legally divorced Daughter.	(i) Divorce Decree/Court Order. (ii) Dependency Declaration.	Not required.
10.	School Cheque Pass.	(i) Bonafide Student Certificate. (ii) Employee's request with details of occasion for travel. No document from the Institution is required. (iii) In cases wherever applicable, Dependency Declaration.	Each AY:- (i) BSC of CAY. OR Any Fee Receipt (i.e. monthly, quarterly, etc) of CAY. (ii) Employee's Request with details of occasion.

SN.	Purpose	First time	Regular intervals
11.	School Card Pass.	(i) Bonafide Student Certificate. (ii) In cases wherever applicable, Dependency Declaration.	Each AY:- BSC of CAY. OR Any Fee Receipt (i.e. monthly, quarterly, etc) of CAY.
12.	Inclusion of adopted child.	Proof of adoption.	Not required.
13.	Inclusion of dependent widowed Mother.	(i) Death Certificate of father of Railway Servant. (ii) Dependency Declaration.	Not required.
14.	Inclusion of dependent divorced Mother.	(i) Divorce Decree/Court Order. (ii) Dependency Declaration.	Not required.
15.	Inclusion of unmarried Sister.	(i) Death Certificate of father of Railway Servant. (ii) Dependency Declaration.	Not required.
16.	Inclusion of widowed Sister.	(i) Death Certificate of father of Railway Servant. (ii) Death Certificate of husband of widowed Sister. (iii) Dependency Declaration.	Not required.
17.	Inclusion of legally divorced Sister.	(i) Death Certificate of father of Railway Servant. (ii) Divorce Decree/Court Order. (iii) Dependency Declaration.	Not required.
18.	Inclusion of Brother/step-Brother who has not attained the age of 21 years.	(i) Death Certificate of father of Railway Servant. (ii) Dependency Declaration.	Not required.
19.	Inclusion of full time student Brother/step-Brother who has attained the age of 21 years.	(i) Death Certificate of father of the Railway Servant. (ii) Bonafide Student Certificate. (iii) Dependency Declaration.	Each AY:- BSC of CAY. OR Any Fee Receipt (i.e. monthly, quarterly, etc) of CAY.
20.	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.
21.	Inclusion of eligible 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 for respective dependent relative(s), except Death Certificate of father. (iii) Dependency Declaration.	Not required.
22.	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.

SN.	Purpose	First time	Regular intervals
23.	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.
24.	Continuance of Widow Pass facility (after demise of railway employee and his/her spouse) in favour of members eligible to be included in Widow Pass.	(i) Death Certificates of railway employee and his/her spouse. (ii) In cases wherever applicable, Dependency Declaration.	Not required.
25.	Higher Class Pass to Group 'C' PwD railway employee.	Certificate of Disability as per "Rights of PwD Act-2016/Rules-2017".	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 with supporting documents, if any.	Not applicable.
27.	Issue of separate Second/Sleeper Class Pass to Attendant in circumstances stipulated in Pass Rules.	Request specifying reasons.	Not applicable.
28.	Inclusion of Companion, as per Board's letter No. E(W)2017/PS5-1/6 dated 19.07.2019, in Passes/PTOs issued to railway employee or his/her family member/dependent relative who is/are PwD.	(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.

Note:-

1. Bonafide Student Certificate (BSC)/Fee Receipt (either original or self attested copy) issued by the Educational Institutions imparting full-time regular studies, duly recognised by the Central/State Government/ Recognised Universities only shall be valid. In lieu of BSC, declaration as per Board's letter No. E(W)1996/PS5-1/30 dated 13.11.2000 shall be valid in respect of full-time studies in institutions run by IGNOU/Indraprastha University/Department of Electronics/any other body set up under the statute.
2. In cases where Death Certificate is not available, an Affidavit in this regard may be submitted for taking final decision by an SAG level Officer in the Personnel Department.
3. On the basis of already accepted documents, existing beneficiaries would be continued. No new document(s) will be required.
4. For availing facility of Attendant/Guardian/Companion in lieu of Attendant, no specific supporting document is required.
5. Family/dependency declaration will have to be submitted online, as per provisions of E-Pass/PTO Module of HRMS.
6. It will be the responsibility of Pass Account holder to immediately intimate respective Pass Issuing Authority as and when any beneficiary moves out of dependency criteria.
7. **Incorrect declaration/suppression of information, if detected, will result in deterrent punishment to railway employees and forfeiture of Pass facility in other cases.**

DEPENDENCY DECLARATION

I _____ (Name), serving/served as _____ (Designation), hereby declare that the following person(s) is/are dependent on me, as per Railway Servants (Pass) Rules-1986, as amended from time to time:-

OR

I _____ (Name), _____ (relationship with the railway employee) of Shri/Smt./Km _____ (Name of the railway employee) who had served as _____ (Designation at the time of retirement), hereby declare that the following person(s) is/are dependent on me, as per Railway Servants (Pass) Rules-1986, as amended from time to time:-

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

@ The element of additional Pension and Dearness Relief thereon to old pensioners to be excluded.

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, action as per extant Rules may be taken.

Signature : _____
Date : _____
Mob. No. : _____

Note:

The declaration shall be submitted by serving/retired railway employee OR widow/widower of deceased railway employee OR the eldest beneficiary eligible to be included in Widow Pass in case of continuance of Widow Pass, as the case may be.



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



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) 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.

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.