



मंडल रेल प्रबंधक कार्यालय,  
रतलाम (प.रे.)



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No. E/EP/ 768/0/AILTC  
PS No 09/2021

E-Office 146609  
दिनांक 22.03.2021

प्रति,  
समस्त अधिनस्थ एवं अधिकारीगण  
रतलाम मण्डल

विषय:-Special Dispensation for issuance of Privilege Pass Surrender Certificate (PPSC)  
of the year 2020 in the year 2021 for availing Special Cash Package (SCP)

सन्दर्भ: i. Railway Board's letter No. E(W)2020/PS5-1/3 dated 04.03.2021.  
ii. Railway Board's letter No. E(W)2020/PS5-1/3 dated 17.03.2021.

महाप्रबन्धक (स्था) चर्चगेट मुम्बई के पत्र क्रं **No.E/Pass/768/0/AILTC Date 18.03.2021** एवम् Railway Board's letter no. **E(W)2020/PS5-1/3 dated 17.03.2021** की प्रति आपके सूचना,मार्गदर्शन एवं आगे की कार्यवाही हेतु प्रस्तुत है।

संलग्न:- यथोक्त

(ए. एस. सागर)  
सहायक कार्मिक अधिकारी-II  
कृते: मण्डल रेल प्रबन्धक(स्था) रतलाम

प्रतिलिपि: -

व.म.का.अधि/मं.का.अधि/सहा.का.अधि(याता/इंजी/याँ) रतलाम मु.का.अधि/ का.अधि/  
ईटी,ईएम,ईडी, ईई, गोपनीय,डीएआर,यु सेल,आरक्षण सेल, पासपीएफ/ वेतन/ निपटारा /  
मु.का.नि/ मु.क.नि/ मु.विधि.सहा/सीआई एचईआर/जेनिटर मंडल कार्या रतलाम , वे.रे.म.सघं,  
वे.रे. ए.यू , SC/ST, OBC एसो.



**WESTERN RAILWAY**

Head Quarter office  
Churchgate,  
Mumbai-400020

Date :18.03.2021

**PS No. 09/2021**

**No.E/Pass/768/0/AILTC**

All PHODs/HODs,  
All DRMs/CWMs & Unit Incharge,  
C/-Genl. Secy., WREU-GTR/WRMS-BCT,  
C/-ZS-All India SC/ST Rly. Employees Association 'W' Zone Mumbai  
C/- ZS-All India OBC Rly. Employees Association, Mumbai.

**Sub:- Special Dispensation for issuance of Privilege Pass Surrender Certificate (PPSC) of the year 2020 in the year 2021 for availing Special Cash Package (SCP)**

**Ref:- i. Railway Board's letter No. E(W)2020/PS5-1/3 dated 04.03.2021.  
ii. Railway Board's letter No. E(W)2020/PS5-1/3 dated 17.03.2021.**

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Reference (ii) quoted above further clarification on above subject received from railway board a copy of the same vide letter no. E(W)2020/PS5-1/3 dated 17.03.2021 is enclosed herewith for information, guidance and necessary action.

**Encl: As above.**

Signed by B Mahapatra  
Date: 18-03-2021 12:59:37  
Reason (B Mahapatra)  
Dy.CPO (HQ)  
For General Manager (E)

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

No. E(W)2020/PS5-1/3

New Delhi, dated 17.03.2021

The General Managers (P)  
All Zonal Railways & PUs.

The Principal Financial Advisers  
All Zonal Railways & PUs.

Sub: Special Dispensation for issuance of Privilege Pass Surrender Certificate (PPSC) of the year 2020 in the year 2021 for availing Special Cash Package (SCP).

Ref: (i) Board's letters of even number dated 05.11.2020 & 04.03.2021.  
(ii) OM No.12(2)/2020/E-II.A dated 16.02.2021 & 10.03.2021 of Department of Expenditure, Ministry of Finance (MoF).

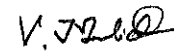
The administrative and other difficulties brought out by South Central & Southern Railways vide their letters, both dated 09.03.2021, have been examined in the light of clarifications issued by MoF vide their OMs cited under Ref.(ii) above and it has been decided to permit issuance of PPSC of the Calendar year 2020 to eligible Railway Servants for availing the Special Cash Package equivalent in lieu of AILTC. Accordingly, PPSC of 2020 may be issued upto 31.03.2021, on receipt of application as prescribed (copy enclosed) in Board's letter No. E(W)2017/PS5-1/3 dated 10.09.2018. The PPSC of 2020 already issued in the Calendar Year 2021 shall also be treated as valid upto 31.03.2021 for SCP scheme.

2. Under this special dispensation, if any Railway Servant becomes eligible for PPSC of 2020 but had already drawn PPSC of 2021, cancellation of PPSC of 2021 may be permitted by the Pass Issuing Authorities (PIA) on receipt of an application (Format at Annexure-I) with the original PPSC of 2021.

3. In cases, where original PPSC of 2021 had already been submitted by the Railway Servants to Personnel/Accounts Section and claimed SCP or for claiming SCP but eligible for PPSC of 2020, on receipt of an application (Format at Annexure-II) without original PPSC of 2021, respective PIA will issue PPSC of 2020. The Railway Servant will deposit the same i.e. the original PPSC of 2020 to respective Personnel/Accounts Section with an application (Format at Annexure-III) for cancellation of PPSC of 2021 already submitted with the claim. Personnel/Accounts Section will take into account the PPSC of 2020 submitted by the Railway Servant and cancel the PPSC of 2021 and return the same to respective PIA for records. The PIAs will ensure that the cancelled PPSCs of 2021 are received back from respective Personnel/Accounts Sections and taken on record. Priority may be accorded by PIAs and Personnel/Accounts Sections to settle such cases well before the closure of SCP Scheme.

4. It may be noted that Privilege Passes credited back to the Pass Account will be considered as un-availed Passes and this special dispensation will be applicable only upto 31.03.2021 for availing the Special Cash Package. Other terms and conditions of SCP scheme shall remain the same, as indicated vide Board's letter dated 05.11.2020, cited under Ref(i) above.

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



(V. Muralidharan)

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

Encl. : As stated

No. E(W)2020/PS5-1/3

New Delhi, dated 17.03.2021

Copy to:-

The Deputy Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhavan, New Delhi.

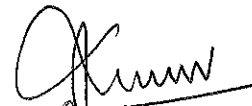
  
for Member (Finance)/Railway Board

Copy forwarded to:-

- (i) Director (GA), P&AO and Cash-I & Cash-II Branches of Railway Board.
- (ii) Computer Cell/C&IS, Railway Board for uploading on MoR's website for information of all concerned.
- (iii) As per standard list.

Copy also forwarded for information to:-

1. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi.
2. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi.
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Feroze Shah Road, New Delhi.
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi.
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi.
6. The Secretary, RBSS, Group "A" Officers Association, Room No.402, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group "B" Officers' Association, Rail Bhawan, New Delhi.
8. The General Secretary, RBSSA, Room No.439, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Promotee Officers Association, Room No. 341-C, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
11. The Secretary, Railway Board Class IV Staff Association, Rail Bhawan, New Delhi.
12. The Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
13. The General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhawan, New Delhi.
14. The General Secretary, All India O.B.C. Railway Employee's Federation (AIOBCREF), Room No.48, Rail Bhawan, New Delhi.



**for Secretary/Railway Board**

**(Format of application as per Board's letter No. E(W)2017/PS5-1/3 dated 10.09.2018)**

**Application for Privilege Pass Surrender Certificate (PPSC)**

I intend to avail "All India LTC" facility under extant CCS (LTC) Rules and request that my Privilege Pass A/c No. \_\_\_\_\_ may be blocked and I may be issued PPSC. It is confirmed that I have not obtained any Privilege Pass due to me for the current Calendar Year i.e. \_\_\_\_\_.

- \* It is certified that my spouse is not working in any Government Organization/Railway Establishment.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is also working in this office and he/she has not obtained any Privilege Pass in the current calendar year and his/her PPA No. \_\_\_\_\_ may also be blocked.  
(In this case, the spouse must also sign the application, as joint applicant).
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ Railway as \_\_\_\_\_ and a Confirmation Note in lieu of PPSC issued by his/her PIA is enclosed.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ (name of non-railway department) as \_\_\_\_\_ (designation) and has not availed LTC facility from his/her Department during the current block year.
- \* It is certified that my spouse Sh./Smt. \_\_\_\_\_ is working in \_\_\_\_\_ (name of non-railway department) as \_\_\_\_\_ (designation) and I intend to avail LTC facility from his/her Department.

I undertake that after issuance of PPSC, I will not make any request for its cancellation and reopening of my Privilege Pass Account.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

\* To be scored out, if not applicable.

Pass Section/ \_\_\_\_\_ Railway

.....Acknowledgement.....  
(To be signed & returned to the employee)

Received application dated \_\_\_\_\_ for issuance of Privilege Pass Surrender Certificate (PPSC) from Sh./Smt. \_\_\_\_\_ on \_\_\_\_\_.

Pass Issuing Authority  
with seal & date

ANNEXURE-I

APPLICATION FOR ISSUANCE OF PPSC OF 2020 IN PLACE OF  
PPSC OF 2021

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021. In this context, I am returning the Original PPSC of 2021 bearing No. \_\_\_\_\_ dated \_\_\_\_\_, issued after blocking my Privilege Pass A/c No. \_\_\_\_\_ of 2021 and request for unblocking my PP A/c of 2021. Further, I confirm that I did not avail any Privilege Pass during the Calendar Year 2020 and request that my PP A/c No \_\_\_\_\_ of 2020 may be blocked and I may be issued PPSC of 2020 for availing SCP.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_

Encl : Original PPSC of 2021.

Pass Section/ \_\_\_\_\_ Railway

ANNEXURE-II

APPLICATION FOR ISSUANCE OF PPSC OF 2020 IN PLACE OF  
PPSC OF 2021 WITHOUT ORIGINAL PPSC

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021. I confirm that I did not avail any Privilege Pass during the Calendar Year 2020 and request that my PP A/c No \_\_\_\_\_ of 2020 may be blocked and I may be issued PPSC of 2020 for availing SCP.

In this context, it is stated that I am unable to enclose the original PPSC of 2021, bearing No. \_\_\_\_\_ dated \_\_\_\_\_, issued after blocking my PP A/c No. \_\_\_\_\_ of 2021, as I have already submitted the same and claimed SCP/for claiming SCP. In the circumstances, I request for unblocking of my PP A/c No. \_\_\_\_\_ of 2021 without submission of PPSC of 2021 which will be cancelled and returned by Personnel/Accounts Section.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_

Pass Section/ \_\_\_\_\_ Railway

ANNEXURE-III

APPLICATION FOR CANCELLATION OF PPSC OF 2021 AND  
REPLACING IT WITH PPSC OF 2020

I would like to avail the Special Dispensation notified vide Railway Board's letter No.E(W)2020/PS5-1/3 dated 17.03.2021 and to get the PPSC of 2021 replaced with that of 2020. In this context, I am enclosing original PPSC of 2020 bearing No. \_\_\_\_\_ dated \_\_\_\_\_ and request that the original PPSC of 2021 bearing No. \_\_\_\_\_ dated \_\_\_\_\_, already submitted alongwith my SCP Claim, may be cancelled and sent to the Pass Issuing Authority.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_

Personnel/Accounts Section