PBC No. 169 / 2026

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

No: P(R) 420 / VI-PC / Encashment (C.No. 711632) दिनांक/Date: as signed

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

विषय/Sub:Clarification sought by Southern Railway regarding encashment of LAP by running staff (Availing of Pass / PTO).

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A copy of the Railway Board's letter No. F(E)III/2008/LE-1/1 dated 27.10.2026 alongwith its enclosures on the above subject is enclosed for information, guidance and necessary action.

Southern Railway's letter dated 27.12.2022 referred therein is enclosed for reference.

संलग्नक/Encl. 03 pages.

Digitally signed by CHILAKALAPUDI ANJANI KUMAR
Date: 2026.11.16 08:57:01 +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 / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

7366812(8)/2026/O/oDySecytoGM



PCPO PFA

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Speed Post

No. F(E)III/2008/LE-1/1 **New Delhi, Dated:21.10.2026**

The General Manager,
Southern Railway,
Chennai-600003.

Sub: Clarification sought by Southern Railway regarding encashment of LAP by running staff (Availing of Pass/PTO).

Ref: Southern Railway's letter No. P(R)420/VI PC/Encashment dated 22.09.2026 and 27.12.2022.

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Please refer to Southern Railway's letters under reference vide which a clarification has been sought on encashment of leave to running staff etc.

2. In this regard attention is drawn to the instructions issued vide Board's letter of even number dated 07.05.2012, which provides that running staff including Drivers, Assistant Drivers, Motormen, Shunters, Guards, etc., and Station Masters/Assistant Station Masters may be permitted encashment of leave *in cases where leave is refused but Pass/PTO is availed.*

Also, a clarification has been issued vide Board's letter No. E(W)2021/PS5-2/12 dated 28.07.2021 (copy enclosed) stating that *mere drawl of Pass/PTO cannot be construed as availing of Pass/PTO. Booking of a ticket and actual travel on the Pass/PTO are necessary for it to be considered as availed, unless stipulated otherwise.*

3 Accordingly, submission of a copy of the Pass/PTO along with a leave application endorsed as "Leave refused", without booking a ticket and undertaking travel on the Pass/PTO, does not fulfill the conditions prescribed for leave encashment in above cases.

21/10/2026

(Ramesh Chandra Pandey)
Deputy Director, Finance (Estt.)-III,
Railway Board.

DA: As above.

7366812(8)/2026/O/oDySecytoGM

S.No. 177

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

No. E(W)2021/PS5-2/12 New Delhi, dated 28.07.2021

The General Managers (P)
All Zonal Railways & PUs

Sub: Clarification regarding the term "availing of Passes/PTOs".

Ref: Eastern Railway's letter No.E.839/2/Policy/Ministerial Staff dated 06.05.2021.

With reference to Eastern Railway's letter cited under reference, the interpretation for the term "availing of Pass/PTO" as to whether it means drawal of Pass/PTO or performing actual journey, has been examined in the light of extant Pass Rules.

2. Railway Servants (Pass) Rules, 1986 (Second Edition–1993) [i.e. Item No.3(xiii) of General Rules relating to Privilege Passes/PTOs under Schedule-II] stipulates that Privilege Passes and PTOs once issued, but not availed of can be credited back in special circumstances, to be recorded in writing. Thus the rule provision itself differentiates "issued/drawn Passes/PTOs" and "availed Passes/PTOs". Accordingly it is clarified that drawl of Pass/PTO cannot be construed as availing of Pass/PTO. Only if booking of ticket and travel is made on a Pass/PTO, it can be considered as availing of Pass/PTO for all purposes, unless specifically stipulated otherwise.

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

(Mahesh Kumar Meena)
Joint Director Estt. (Welfare)
Railway Board

7393140/2026/O/o Ch OS/Rules/Pers/HQ/SR

दक्षिण रेलवे /SOUTHERN RAILWAY

मुख्य कार्यालय /Headquarters Office,
कार्मिक शाखा /Personnel Branch,
चेनै /Chennai-600003
दिनांक/Dated: 27.12.2022

सं/No: P(R)420/VI PC/Encashment

सचिव(प्र) /The Secretary (E),
रेलवे बोर्ड/Railway Board,
नई दिल्ली /New Delhi.

{Kind attention: Sri.Mahesh Kumar Meena, Joint Director Estt(Welfare)}

विषय /Sub: Encashment of leave – Availing of Pass/PTO – Request for clarification reg.

संदर्भ /Ref: Railway Board's letter Nos.
(i) F(E)III/2008/LE-1/1 dated 07.05.2012 and
(ii) E(W)2021/PS5-2/12 dated 28.07.2021

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Railway Board vide RBE 61/2012 dated 07.05.2012 at Ref(i), had communicated decision to permit encashment of leave to the running staff including Drivers, Asst Drivers, Motormen, Shunters, Guards etc and Station Masters, in cases where leave is refused but Pass/PTO is availed.

Further, Railway Board vide Ref (ii) had clarified that drawal of Pass/PTO cannot be construed as availing of Pass/PTO. Only if booking of ticket and travel is made on a Pass/PTO, it can be considered as availing of Pass/PTO for all purposes, unless specifically stipulated otherwise.

In view of the above clarification, it is a matter of doubt whether Running staff and Station masters can be exempted from booking of ticket and travel on Pass/PTO, if they enclose a copy of Pass/PTO, along with a leave application with endorsement "Leave refused". Since the employees cannot undertake the journey in this case, Railway Board is requested to clarify whether encashment of leave should be sanctioned or not.

This has the approval of PCPO.

(T.D.Dinakar)
मुख्य कार्मिक अधिकारी
Chief Personnel Officer/G
for Principal Chief Personnel Officer