

PASS DECLARATION FORM

(Declaration of family members and dependent relatives to whom Passes & PTOs are admissible in terms of IRCA Conference Rules / Railway Servants (Pass) Rules, 1986)

I do hereby declare the following. In case of any addition or deletion, I shall submit fresh declaration again.

1. My Particulars are :

a)	P.F. No		b)	RUID NO	
c)	Name (in Block letters)				
d)	Date of birth		e)	Date of Apptt.	
f)	Designation		g)	Department	
h)	Bill Unit No.		i)	Grade Pay	Rs.
j)	Pay Band(Level)		k)	Present Pay	Rs.

2. My Family members are :

SN	Family Members	Name	Date of Birth	Relation
i)	Spouse			
ii)	Son or sons under 21 years of Age / Step / Adopted / Own Son and are wholly dependent.			
iii-a)	Son or sons over 21 years of Age / Step / Adopted Son attending School or College.			
iii-b)	Invalid Son / step sons / adopted sons over 21 years of Age with proper medical certificate			
iv)	Unmarried / Step / Adopted Daughters whether earning or not			
v)	Widow Daughters and are wholly dependent			
vi)	Legally Divorced Daughter who is wholly dependent			

3. My Wholly dependent Relatives are :

SN	Dependent Relatives	Name	Date of Birth	Relation
i)	Widow Mother/Widow Step Mother/ Widow adopted Mother			
ii-a)	Unmarried Sister			
ii-b)	Widow sister			
ii-c)	Unmarried Step sister			
iii)	Brother / Step Brother under 21 years of age			
iv)	Invalid Brother of any age with proper medical certificate.			
v)	Brother who has attained the age of twenty one years and is a bonafide student of a recognized educational institution			
vi)	Legally divorced sister			
vii)	Widow mother-in-law in case of widows appointed on compassionate grounds, whether her father is alive or not.			

I hereby declare that all the above members are residing with me and are wholly dependent on me. My father is not alive. My dependent relatives mentioned above do not have independent Income and income from any other sources including Pension / earners Relief in terms of Railway Board's letter No.E(W)97/PS 5-1/71 dated 15.10.2012 (RBE No.117/2012 & S.E.Rly.Esst.Srl.No. 140/2012) does not exceed minimum pension/family pension i e.Rs.3500/- and Dearness Relief thereon or 15% of my Basic Pay whichever is more.

I also declare that my dependent relatives mentioned above are not obtaining Privilege Passes / PTOs from any other sources:

Note :

- 1. This ceiling limit is equally applicable to non-pensioners also.**
- 2. Birth Certificate / School Certificate for the Children. Dependent Brothers and Sisters in support of their age proof must be submitted.**
- 3. Please strike out whichever is not applicable.**

(Signature of the employee)

Forwarded to the Ch.OS/OS(Pass)/ Office/GRC for further course of action.

(Signature of the Forwarding Officer with Stamp)

**SOUTH EASTERN RAILWAY
SER HEADQUARTERS
OFFICER DATA FORM FOR HRMS**

BASIC INFORMATION

BILL UNIT NO : _____

1	EMPLOYEE ID/IPAS NO	:	
2	EMPLOYEE NAME AS IN SR	:	
3	EMPLOYEE FIRT NAME	:	
4	DATE OF BIRTH	:	
5	GENDER	:	
6	RELIGION	:	
7	IDENTIFICATION MARKS	:	
8	MARITAL STATUS	:	
9	COMMUNITY	:	
10	NATIONALITY	:	
11	PERMANENT ADDRESS	:	
12	PERSONAL MOBILE NO	:	
13	MODE OF APPOINTMENT	:	
14	CURERENT WORKING OFFICE	:	
15	CURRENT DIVISION	:	
16	MEDICAL CLASSIFICATION AT THE TIME OF APPOINTMENT	:	
17	WHETHER HANDICAPPED	:	
18	QUALIFICATION AT THE TIME OF APPOINTMENT	:	

SIGNATURE OF THE OFFICER

COUNTER SIGNATURE OF THE BCO