

Government of India  
Ministry of Railways  
( Railway Board )

New Delhi-1. 9th March 1963

No. E(IV)71 UB -3

The General Manager,  
All Indian Railways.

Sub: Facilities to recognised trade  
Unions- facilities of passes and  
special casual leave.

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The Railway Board have after discussion with organised labour decided that the scale of passes issued to the office bearers and representatives of recognised Trade Unions and special casual leave granted to them, should in partial modification of the existing orders as summarised in their letter No. E(L)62 UTI-83 dated 8.3.1963 summarised in their letter No. E(L) 62 UTI-83 dated 8.3.1963 be as follows:-

1. At the zonal level

The number of card passes allowed for the zonal unions will be 4 card passes in the name of office bearers nominated by the Union and two general card passes i.e. in favour of "one office-bearer of the Union" ~~General~~

2. At the Divisional level.

i) One card pass will be issued in favour of four specified office bearers of the Divisional Union by name over the Division and upto the Headquarters of the Railway, the class of the pass being that of the person entitled to the highest class amongst the persons specified.

ii) Six sets of cheque passes will be given for nominated office-bearers as and when necessary, on a requisition made by the Divisional Secretary to the D.S., available within the Division and six sets will be similarly granted, which will be available within the Division and upto the Headquarters of the Railway.

3. At the Branch level.

A maximum of 10 single journey passes in a year for office bearers of each Branch available within the jurisdiction of the Branch or from within the Branch jurisdiction to the Divisional Headquarters or from within the branch jurisdiction to the Railway Headquarter.

4. Passes for meetings of Zonal Unions.

Passes will be issued to all Members of the working Committee for meetings of the Working Committee, as far as meetings of the General Central Council and the General

Body are concerned, special casual leave and passes will be granted at the rate of 1 for every 1,250 members.

Special casual leave will also be granted to delegates availing of their own passes or P.T.Os subject to the condition that the number of delegates to whom special casual leave is granted does not exceed the number at the rate of one for every 1,000 members for meetings of the General/Central Council and the General Body.

These facilities will be granted for not more than 5 meetings in a year of all the bodies together.

Meetings of the Divisional committees.

Passes and special casual leave will be granted to all the Members of the Divisional Executive Committee for two meetings. In respect of two more meetings, which would be held in conjunction with meetings under the PNM Machinery they would be allowed to avail of an extra day of special casual leave before or after the PNM Meetings.

Meetings of the Branch Councils.

Five members in addition to office-bearers will be granted special casual leave for one day for six meetings in a year.

(The protection already granted to existing facilities on the ex-E.I. Railway vide Board's letter No. B(L)70 UTI 63 dated 29.8.70 will continue.)

Please acknowledge receipt.

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(G.R.Venkatramanan )  
Dy. Director, Establishment,  
Railway Board.