

Annexure-II

Railway Board/ Railway

Privilege Pass Surrender Certificate (PPSC)

No. _____

Date: _____

Part-I

It is certified that Sh./Smt. _____, designation _____, Privilege Pass A/c No. _____ has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____.

It is also certified that the above named employee's Privilege Pass A/c No. _____ has been blocked for the calendar year _____.

**Pass Issuing Authority
with seal & date**

***Part-II (Applicable only if spouse is a Railway employee)**

- * It is certified that the joint applicant Sh./Smt. _____, designation _____, Privilege Pass A/c No. _____, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____ and the joint applicant's Pass A/c has also been blocked.

OR

- * It has been certified by PIA of _____ Railway, vide 'Confirmation Note in lieu of PPSC' No. _____ dated _____ that Sh./Smt. _____, designation _____, spouse of the employee named in Part-I above has not obtained any Privilege Pass due to him/her for the current calendar year i.e. _____ and his/her Pass A/c No. _____ has also been blocked.

**Pass Issuing Authority
with seal & date**

* To be scored out, if not applicable.

Sh./Smt. _____
Designation _____

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-IV

**Intimation regarding rejection/non-acceptance of
application for PPSC/Confirmation Note in lieu of PPSC**

Railway Board/ Railway

No. _____

Date: _____

Your Pass A/c No. _____ reveals that you have already availed _____
set/set(s) of Privilege Pass(es) in the current Calendar Year i.e. _____ and
as per extant rules you are not entitled to be issued PPSC/Confirmation Note in
lieu of PPSC. Accordingly, your application has not been accepted.

**Pass Issuing Authority
with seal & date**

Sh./Smt. _____
Designation _____

Annexure-V

Railway Board/ Railway

Confirmation Note in lieu of PPSC (CN)

No. _____

Date: _____

It is confirmed that Sh./Smt.: _____, designation _____,
Privilege Pass A/c No. _____ has not obtained any Privilege Pass due to
him/her for the current calendar year i.e. _____.

It is also certified that the above named employee's Privilege Pass A/c
No. _____ has been blocked for the calendar year _____.

**Pass Issuing Authority
with seal & date**

Sh./Smt. _____
Designation _____

Annexure-VI

Application for "Confirmation Note in lieu of PPSC"

I intend to avail "All India LTC" facility from the office of my spouse Sh./Smt. _____, Designation _____ is working in _____ (Railway) and in this connection I may be issued a "Confirmation Note in lieu of PPSC". It is certified that I have not obtained any Privilege Pass due to me for the current calendar Year i.e. _____.

I undertake that after issuance of "Confirmation Note in lieu 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: _____

Pass Section/ **Railway**

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

Received application dated _____ for issuance of Confirmation Note in lieu of PPSC from Sh./Smt. _____ on _____.

Pass Issuing Authority
with seal & date