

396

East Central Railway



Office of the
Chief Commercial Manager
Hajipur 844101.

No. ECR/CRM/JPO/Lost pass/14

Divisional Railway Manager
East Central Railway
DNR, MGS, DHN, SEE and SPJ.

COM, CSO, CPO, FA & CAO, SDGM, PCE, CME, CEE, CSTE, CSC, COS, CMD
CPRO, DGM (G)
East Central Railway
Hajipur.

Sub: JPO on loss of Pass.

A JPO on loss of pass duly signed by CCM and CPO is enclosed
herewith for information and necessary action.

All concerned should be advised accordingly for strict compliance.

Encls. As above (2)

मुकाबिल (प्रमाणित)
उपमुकाबिल
मुकाबिल (ओ.एस.ए.ए.)
मुकाबिल (ओ.एस.ए.ए.)
14/8/2014

(P.K. Sinha)
Dy.CCM/HW

for Chief Commercial Manager

Copy to: alongwith copy of the above JPO for information and n/action to:

1. Secy. to GM for kind information of GM.
2. AGM
3. CCM/Catg. CCM/FM, Dy. CCM/Claims, SCM/UTS.
4. ChOS/PS Cell, ChOS/Claims, OS/General, OS/Catg., OS/Freight Cell, OS/Confidential Cell, Commercial Controller/Hajipur, CRS/EQ Cell.

for Chief Commercial Manager

EAST CENTRAL RAILWAY

Office of the
GM (Comml.), Hajipur
Dated 11.08.2014

No. ECR/CRMJPO/lost pass/14

Sub: JPO on loss of Pass.

In the event of the loss of Metal Pass/Duty card pass, cheque pass, privilege pass and complementary pass steps to be taken by the pass-holder as well as Pass Issuing Authority/Office and Commercial Department are as given below:

1. Action on the part of Pass-holder:

- a) This action is required to be applied in all type of passes when lost- duty (card/metal), privilege, complementary.
- b) He will immediately lodge an FIR in case of the pass in his possession is lost.
- c) Enclosing the copy of the FIR, the pass holder will apply to the Station Master/CRS of the nearest Railway station for getting the lost pass number locked in the PRS system to avoid any fraudulent booking. While doing so, the pass- holder will also produce his departmental identity proof to the Station Master/CRS concerned.

If the pass holder is unable to do so at the nearest station of the place of occurrence, then he will approach the Station Master/CRS of the nearest railway station of place of posting for the same exercise.

- d) The pass holder will inform his pass issuing authority enclosing the copy of the FIR as well as the acknowledged copy of his application tendered with Station Master/CRS regarding locking of the pass in the system.
- e) Having completed the above formalities mentioned above at sr no. 1 (a) to (d), the pass holder will inform CCM along with a copy of FIR and acknowledgement received from Station Master/CRS for Gazette Notification and then he may apply to CPO/Pass issuing authority for issue of duplicate pass (metal/ duty card pass).

2. Action on the part of SM/CRS

- a) On receipt of the application from the pass holder, who reports regarding loss of pass, the concerned Station Master/CRS will acknowledge the receipt of the application with seal and signature alongwith date and time. Station Master/CRS will check the applicant's bonafide by way of verifying his departmental ID card.
- b) Station Master/CRS will also ensure that the copy of FIR is also submitted by the applicant alongwith his application for locking his pass number in the PRS system.
- c) Station Master/CRS will maintain a separate register/record and get the application registered maintaining a serial number alongwith date and page number.
- d) Station Master/CRS will ensure that the reported lost pass number is locked in the PRS system and thereafter a remark of this effect will be made on the acknowledgement copy of the application.

Contd.....2

9/14

3. Action on the part of CCM office.

- a) On receipt of the application from the pass holder alongwith the copy of FIR as well as copy of acknowledgement application received from Station Master/CRS (who got his pass number locked in the PRS system), CCM office will initiate the case for Gazette Notification.
- b) CCM office will ensure that the lost pass number is duly locked in the PRS system before taking any initiative for Gazette Notification. For this purpose, a certification from PRS office (situated either in HQ or from any other PRS location) should be obtained.
- c) The Gazette Notification of the lost pass should be made in the prescribed format which is as under:

Part 'A' Details of Loss Passes etc

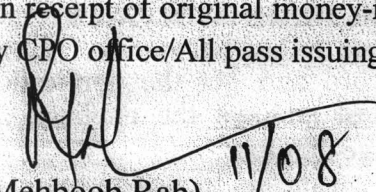
SN	Nature of Pass	Pass No and date of issue	Valid over	Valid up to	Pass owner(Sri/Smt)	Reported by


4. Action on the part of CPO/All Pass issuing offices

- a) Duplicate pass will be issued only in the case of loss of metal pass/duty card pass.
- b) On receipt of application from the pass holder for issue of duplicate pass, CPO/All Pass issuing offices will verify following aspects.
 - i) FIR has been lodged and copy attached with the application.
 - ii) Copy of acknowledgement received from Station Master/CRS regarding locking of pass number in the PRS system is attached.
 - iii) A certificate in regard to the locking of lost pass is obtained from CCM office.

Having verified the aspects indicated above i.e. 4.b.(i to iii), CPO office/pass issuing office will advise the applicant to deposit the requisite fee that may vary from time to time, to the nearest booking office and obtain a Money Receipt.

- c) On receipt of original money-receipt from the applicant, the duplicate pass will be issued by CPO office/All pass issuing offices.


(Mehboob Rab)
CCM


(K V Nagayach)
CPO