

CHAPTER XIII

RAILWAY WARRANTS AND CONCESSIONARY SEASON TICKETS

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CHAPTER XIII

RAILWAY WARRANTS AND CONCESSIONARY SEASON TICKETS

1. On duty

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| <p>1.1 The Commission may issue railway warrants to the following persons when they are required to travel by railway in the execution of their duties;</p> <p>(a) Chairman and members of the Commission, persons comprising Boards, Committees and like bodies appointed under the provisions of the Act or by the Commission</p> <p>(b) Persons employed by the Commission on permanent, temporary or casual basis</p> <p>(c) Persons invited by the Commission for any specific purposes.</p> | <p>Duty warrants issued by the Commission</p> |
| <p>1.2 Higher Educational Institutions/ Institutes may issue railway warrants to the following persons when they are required to travel by railway in the execution of their duties.</p> <p>(a) Chancellors and Vice-Chancellors of Universities</p> <p>(b) Directors of University Colleges</p> <p>(c) Rectors of Campuses</p> <p>(d) Directors of Institutes/Centres for Higher Learning</p> <p>(e) Members of the "Authorities" of Higher Educational Institutions/ Institutes</p> <p>(f) Persons comprising Boards, Committees and like bodies appointed under the provisions of the Act or by the Authorities of Higher Educational Institutions/ Institutes</p> <p>(g) Persons employed in Higher Educational Institutions/ Institutes on a permanent, temporary or casual basis</p> <p>(h) Persons invited by Vice-Chancellors, Directors of University Colleges, Rectors of Campuses and Directors of Institutes/Centres for Higher Learning for any specific purposes.</p> | <p>Duty warrants issued by Higher Educational Institutions/ Institutes</p> |

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| 1.3 | The class of travel on the railway which is authorised in a railway warrant shall be: | Class of travel |
| (a) | First Class for: | First Class |
| | (i) Chairman and Members of the Commission; persons comprising Boards, Committees and like bodies appointed under the Act or by the Commission. | |
| | (ii) Chancellors and Vice-Chancellors of Universities; Rectors of Campuses, Directors of University Colleges and Directors of Institutes/Centres for Higher Learning; members of the "Authorities" of Higher Educational Institutions/ Institutes, persons comprising Boards, Committees and like bodies appointed under the provisions of the Act or by the "Authorities" of Higher Educational Institutions/ Institutes. | |
| | (iii) Persons employed by the Commission or a Higher Educational Institution/ Institute in receipt of a salary determined by the Commission. | |
| (b) | First or second class for persons invited for specific purposes under sub-paragraphs 1.1 and 1.2 above may be issued first or second class railway warrants at the discretion of the Chairman of the Commission or the Vice-Chancellor or Rector or Director of the Higher Educational Institution/ Institute concerned who invited them. | Invitees |
| (c) | Second Class for persons employed by the Commission or a Higher Educational Institution/Institute who are in receipt of a salary determined by the Commission. | Second Class |
| (d) | Third class for persons employed by the Commission or by a Higher Educational Institution/ Institute who are not eligible for first or second class travel under this paragraph. | Third Class |
| 1.4 | Persons employed by the Commission and by Higher Educational Institutions/ Institutes who are eligible for free holiday travel by railway (refer paragraphs 6 to 10 | Holiday warrants |

of this Chapter) may be issued their entitlement of holiday warrants by the Commission or by the respective Higher Educational Institution/ Institute where they are employed.

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| 1.5 | The class of travel as provided in this paragraph is applicable to both duty and holiday warrants. | Applicable to duty or holiday warrants |
| 1.5.1 | Salary for the purpose of determining the class of travel shall be as decided by the Commission. | Salary determining class of travel |
| 1.5.2 | At the option of a person to whom a railway warrant is issued, a warrant may be issued for a class of travel lower than the one to which the person is entitled. | Travel by a lower class |
| 1.5.3 | A person entitled to travel by first or second class is eligible to a sleeping berth or a sleeperette for night travel subject to the availability of such accommodation. A person entitled to travel by first class is eligible for accommodation in observation saloon or an air conditioned saloon if available. A request from such person shall also be included in a warrant. | Special travel accommodation |
| 1.6 | A railway warrant may be issued for the transport by railway of goods required to be transported by the Commission or a Higher Educational Institution/ Institute, or of baggage, house hold goods and effects or a conveyance belonging to a person employed by the Commission or a Higher Educational Institution/ Institute when required to travel on duty or consequent on transfer in the service from one station to another. | Transport of goods |
| 1.6.1 | Goods warrants may be issued by the Commission or by the Higher Educational Institution/ Institute at whose instance the goods are transported. | Issue of goods warrants |

1.6.2	The maximum weight of baggage, house hold goods and effects allowed on a goods warrant to a person employed in the Commission or a Higher Educational Institution/ Institute for transport to the new station while on transfer will be as prescribed under travelling regulations.	Weight of baggage allowed free on transfer
1.7	Annually the Secretary of the Commission/ Registrar of the University/Secretary of the University College/ the most senior officer in the administrative staff of an Institute/Centre for Higher Learning may grant one set of railway warrants (to go and return) to members of a registered trade union, to the station closest to the venue of the Annual General Meeting, subject to exigencies of service.	To Trade union members
1.8	An officer in the university service or public service appearing on behalf of an officer of the Commission/ Higher Educational Institution/ Institute at a disciplinary inquiry, is entitled to duty railway warrant and travelling expenses.	Officers appearing for disciplinary inquiries
2. Issue of Railway Warrants		
2.1	Railway warrants may be signed and issued by the following persons;	Issuing Authority
2.1.1	The Commission: By the Secretary or an officer of the administrative staff nominated by the Secretary	The Commission
2.1.2	University: By the Registrar or one or more officers of the administrative staff nominated by the Registrar	Higher Educational Institutions
2.1.3	University College: By the Secretary or one or more officers of the administrative staff nominated by the Secretary	
2.1.4	Campus: By the Rector or an officer of the administrative staff nominated by the Rector	

- 2.1.5 Institute/Centre for Higher Learning: Director or an officer of the administrative staff nominated by the Director
- 2.2 Before a railway warrant is issued, the persons authorised to issue it should be satisfied that it is for a purpose stipulated in sub-paragraphs 1.1, 1.2, 1.4 and 1.6 above. Only for Authorised purposes
- 2.3 Where under special circumstances the Chairman of the Commission or Principal Executive Officer of a Higher Educational Institution/ Institute authorises the issue of a railway warrant for any purpose other than those enumerated in sub-paragraph 2.2 above, the person who signs and issues the warrant should issue it in accordance with the provisions of this Chapter and file of record and carefully preserve the Chairman's or Principal Executive Officer's order for production to his superior officers later and for audit purposes. Issue of warrants in special circumstances
- 2.4 A separate railway warrant should be issued in respect of each single journey. A warrant issued for a single journey cannot be used by the holder for obtaining a ticket for a double journey by paying the difference in fares. Separate warrants for each journey
- 2.5 A railway warrant should be carefully filled up showing clearly the date and office of issue, the date of travel, particulars of the service for which it is issued, the name or names of persons for whose use it is issued and the purpose for which it is issued. In the case of warrants issued for holiday travel, the purpose should be shown as 'holiday'. Particulars to be shown on warrant
- 2.6 A railway warrant should be manually signed by the officer authorised to issue warrants in sub-paragraph 2.1 above. Rubber stamping of signatures is not permitted. Signing of warrants
- 2.7 No alterations should be made to a warrant by any person other than the officer, who signed it, or where this is not possible, by another officer authorised to issue warrants. In all cases of alteration, the officer should place his signature against each alteration and give his name and designation below his signature. It is the Alterations

responsibility of the holder of a warrant to ensure that no alterations are made by any unauthorised person after the warrant is taken over by him.

3. Exchange of Railway Warrants for Tickets

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| 3.1 | A railway warrant cannot be used as a ticket. It only entitles the holder to obtain a ticket without payment of the fare when it is surrendered at a railway ticket counter. | Warrant not be used as a ticket |
| 3.2 | A warrant can be exchanged for a ticket only at the station shown thereon. | Where tickets are obtainable |
| 3.3 | A warrant can be exchanged for a ticket up to seven days before or after the date of travel stated therein. | Date of presentation |
| 3.4 | A ticket obtained in exchange for a warrant can only be used by the person or persons named in the warrant and should not be transferred to any other person for use in any circumstances. | Ticket not transferable |
| 3.5 | The holder of a ticket issued in exchange for a railway warrant will be entitled to the free conveyance on the railway of the same quantity of luggage as any ordinary passenger holding the same class of ticket. | Luggage entitlement |
| 3.6 | A ticket obtained in exchange for a warrant is subject to examination as in the case of a ticket of an ordinary passenger by Ticket Collectors or any other authorised Railway Officer. A person who holds such a ticket who is unable to produce it when required to do so by a Ticket Collector or an authorised Railway Officer, or fails to surrender it at his destination, may be required to pay the full fare and any penalty for ticketless travel in the same way as for an ordinary passenger who is unable to produce or surrender his ticket, and the Railway Department may refuse to refund any such amount subsequently. | Subject to normal railway rules |
| 3.7 | A ticket in exchange for a warrant is issued subject to the rules and conditions of the Railway Department. | Tickets issued subject to Railway rules |

4. Un-used Warrants and Tickets

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| <p>4.1 A person to whom a railway warrant has been issued cannot claim a refund from the Railway Department or the Commission or the Higher Educational Institution/ Institute through any failure to obtain or having obtained to use a warrant or any ticket issued on a warrant. Any un-used warrant should be promptly returned to the officer who issued it.</p> | <p>Un-used warrants to be returned</p> |
| <p>4.2 Non-use of a ticket obtained in exchange for a warrant or the use of a ticket partly must be reported to the officer in charge of the Railway Station from which the journey was to commence, within the time available for such journey and endorsement regarding non-use with the signature of the Station Master and the date and time of such endorsement obtained on the ticket. The unused ticket with the endorsement thereon should be promptly returned to the officer who issued the railway warrant stating the circumstances in which the ticket was not used.</p> | <p>Non-use of tickets</p> |
| <p>4.2.1 Application for refund to the Commission or to the appropriate Higher Educational Institution/ Institute of the value of any unused ticket should be made by the office issuing the warrant to the Chief Accountant of the Railway Department giving full circumstances in which it was not used. The unused ticket together with the endorsement thereon of the officer-in-charge of the Railway Station regarding non-use should also be forwarded to him.</p> | <p>Refund</p> |
| <p>4.2.2 Where the unused tickets were obtained on a holiday railway warrant, a similar application should be made to the Chief Accountant of the Railway Department to obtain credit so as to issue a holiday warrant in lieu thereof to the person concerned. Such re-issue can be made only during the course of the same financial year and cannot be carried forward to a subsequent year.</p> | <p>Credit in holiday warrant</p> |

5. Checking and Settlement of Bills

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| 5.1 | The Railway Department will send to the Commission or to the appropriate Higher Educational Institution/ Institute liable for payment, the warrants for which tickets have been issued together with the bill in duplicate. | Settlement of Bills |
| 5.2 | The issuing officer will cause all warrants and bills to be checked with the record of issues maintained by him and the counterfoils of the warrants in the case of holiday warrants, they should be checked with the Holiday Warrants Register. The correctness of the rates charged by the Railway Department should be test-checked with the Passenger Fares Book or the Goods Rate Book. Any discrepancies should be promptly reported to the Chief Accountant of the Railway Department. | Maintaining Records |
| 5.3 | A voucher for the amount payable on the bill or bills should be prepared, certified by the issuing officer and forwarded to the Accountant/Bursar/Treasurer as the case may be, for a cheque to be issued. The cheque should be promptly sent to the Chief Accountant of the Railway Department. | Cheques to be addressed to the Chief Accountant Railways |
| 5.4 | Bills received from the Railway Department in respect of railway warrants should be settled as and when they are received. Issuing Officers should inspect outstanding bills and satisfy themselves as to the cause of any delay. | Prompt settlement |

6. Holiday Railway Warrants

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| 6.1 | The following persons are eligible for the issue of holiday railway warrants by the Commission and by any Higher Educational Institution/ Institute. | |
| 6.1.1 | Permanent employees of the Commission or of any Higher Educational Institution/ Institute in terms of the provisions of the Act; | Permanent employees |
| 6.1.2 | Persons who are in the permanent employment in the Public Service, Local Government Service, Statutory Boards or Corporations and enjoying the concession of holiday railway warrants in their respective services and | Persons on secondment |

seconded to the Commission or any Higher Educational Institution/ Institute.

6.1.3 Persons retired from the university service are also eligible to obtain one set of railway warrants per annum.

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| 6.2 | Those who are entitled to Sabbatical leave and passage may be issued holiday railway warrants subject to the condition of deducting the value of railway warrants they have availed of earlier if any, in terms of subparagraph 37.13 of Chapter X. | Those who are entitled to Sabbatical leave |
| 6.3 | Persons under suspension or interdiction from duty should not be issued holiday railway warrants during or in respect of the period of suspension or interdiction, unless and until such person is reinstated in office. | Persons under interdiction |

7. Annual Quota of Holiday Warrants

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| 7.1 | Persons in the employment of the Commission or any Higher Educational Institution / Institute who are eligible for holiday railway warrants in terms of subparagraphs 1.1 and 1.2 of this Chapter, are entitled to three double journeys or six single journeys (three sets) in each financial year. "A Journey" for this purpose is a journey between two stations on the railway. | Quota for Financial Year |
| 7.2 | The number of sets of holiday warrants which may be issued to a person who will be retiring during the course of the financial year should be proportionate to the number of months served in that financial year up to the date of his actual retirement (e.g. a person eligible for three sets who retires from service before the 5th month of a financial year should be issued only one set of warrants and if he retires before the 9th month only two sets). | Part of the year of retirement |
| 7.3 | All warrants must be dated before issue and bear the date of issue. Each warrant will be reckoned against the financial year of the date of issue. | Dating and reckoning |
| 7.4 | A warrant for a single journey may not be exchanged for a ticket for a double journey on payment of the difference in fares. | Use of single journey warrants |

8. Class of Travel on Holiday Railway Warrants

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| 8.1 | The class of travel on holiday railway warrants will be the same as given in sub-paragraph 1.3 of this Chapter. | Same as in sub-paragraph 1.3 |
| 8.2 | A person entitled to travel by a particular class on a holiday railway warrant may at his option be issued a warrant for travel by a lower class.
A warrant issued for a journey for travel by a lower class will however, be reckoned as a warrant for purposes of sub-paragraph 1.5.2 above. | Travel by a lower class |
| 8.3 | A person entitled to travel by a particular class on a holiday railway warrant may obtain tickets for higher class on payment in cash of the difference in fares at the railway ticket counter. | Travel by a higher class |
| 8.4 | A person entitled to travel by first or second class is entitled to sleeping berths or sleeperettes subject to the availability of such accommodation and to the Railway Department rules in regard to provision of such accommodation. | Sleeping berths & Sleeperettes |
| 8.5 | A person entitled to travel by first class is eligible for accommodation in Observation saloons or Air Conditioned saloons when available, subject to the rules of the Railway Department in regard to provision of such accommodation. The railway warrant should carry an endorsement at the top right hand-corner "For observation saloon travel", or "For air conditioned saloon travel" or for "sleeperettes or "sleeping car tickets" in the railway warrants. | Observation saloon air conditioned saloons |

9. Families

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| 9.1 | Each member of the family of a person eligible for holiday railway warrants will receive the same entitlement of holiday railway warrants as the person himself. | Same entitlement to family |
| 9.1.1 | "Family" for this purpose shall mean the spouse, unmarried female children dependent on the officer and male children below the age of 18 years. | Definition for family of a married officer |

9.2 A person who is unmarried or is a widower or widow, may be issued with warrants for his/ her mother/ father or a sister/ brother actually dependent on that person, any of them receiving the same entitlement as the person, provided that the total number of warrants issued to any of such dependents shall not exceed 6 single (3 double) journey warrants.

Unmarried officers and widowers

9.2.1 Only one person entitled for holiday warrants may obtain the concession under sub-paragraph 9.2 above in respect of any one family.

Only one in same family

Example. If the mother/ father and/or sister/ brother are dependent on two unmarried sons who are both eligible for holiday railway warrants under the provisions of this Chapter, only one of the sons may obtain the entitlement for either of them under sub-paragraph 9.2 above.

9.3 The “dependent” in so far as it applies to mother/ father and/or sister/ brother will be construed to mean regular and substantial dependence on the person. The matter will be determined by the Secretary of the Commission/ Registrar of the University/ Rector of the Campus/ Secretary of the University College/Director of the Institute/ Centre for Higher Learning as the case may be, on the applicant satisfactorily establishing that the major responsibility of maintenance falls on the person concerned. Answers to the following questions will be helpful in determining “dependent”.

Dependents

Whether the mother/ father and/or sister/ brother living with the person or if not whether there is adequate proof of fairly regular and substantial remittance from the person in their favour;

Whether the parents are in possession of moveable or immovable property, if so, their value and income derived therefrom;

Whether there are no other members in the family in the service of the Government, State Corporations or Statuary Boards or elsewhere capable of supporting the

mother/father and/or sister/brother and whether any such member is already in receipt of this concession in favour of the mother/ father and/or sister/ brother.

- 9.3.1 The term "Sister" does not include a widowed sister.
- 9.3.2 A stepmother, stepfather or stepchildren not dependent on the person are not entitled to holiday railway warrants. Adopted children shall be eligible for holiday warrants only if the Secretary of the Commission/ Registrar of the University/ Rector of the Campus/ Secretary of the University College/ Director of an Institute/Centre for Higher Learning as the case may be, is satisfied that the adoption is legal and bona fide. Stepmother etc. and adopted children
- 9.4 For the financial year in which a person gets married, the person may be issued for the spouse one set of holiday railway warrants for each complete period of four months or a fraction thereof remaining in that year as at the date of marriage; provided that any sets issued for the spouse together with any sets issued to the person's mother/ father and/or sister/ brother earlier in the year under sub-paragraph 9.2 above shall not exceed his total entitlement for that year. Proportionate entitlement on marriage
- 9.5 When a person (other than a person eligible for sabbatical leave) is granted leave abroad, his family remaining in Sri Lanka will be entitled to holiday railway warrants in terms of sub-paragraph 7.1 above and the person himself may be allowed holiday railway warrants on his return to the island. When on leave abroad
- 9.6 When both spouses are entitled to holiday railway warrants:
- 9.6.1 If each of them is entitled to warrants for themselves and one or both are entitled to warrants for their spouses, one may opt for their entitlement as a spouse instead of their entitlement in their own right. This option should be exercised at the beginning of each financial year and will be irrevocable during that year. May opt for one on other's entitlement

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| 9.6.2 | A person may not receive his own entitlement of holiday railway warrants as well as his entitlement as a spouse, but only one of them. | Not for both |
| 9.6.3 | The foregoing sub-paragraphs also apply to persons employed in the Commission or in any Higher Educational Institution/ Institute whose spouses are employed in the public service, State Corporations or other Statutory Boards where they are entitled to holiday railway warrants. | Spouses in the Public Service or State Corporations or Statutory Boards |
| 9.7 | Legally separated spouses who are employees of the Commission or any Higher Educational Institution/ Institute will be treated as unmarried persons. When they apply for warrants, they should declare the fact of separation. The children of such parents will receive the entitlement only of the parent in whose legal custody they are. | Legally separated spouses |
| 10. Applications for the issue of holiday warrants | | |
| 10.1 | Applications for holiday railway warrants should be made on the form approved for the purpose to the officer authorised to issue warrants (refer sub-paragraph 2.1 of this Chapter). Applications for warrants for the family of a person must be accompanied by a declaration of honour that the persons named are entitled to the warrants applied for in terms of these provisions. | To officers authorised to issue warrants |
| 10.2 | Where both spouses are employed in the Commission and/or a Higher Educational Institution/ Institute, applications whether from husband or wife for railway holiday warrants for themselves or their children should be made to the officer authorised to issue warrants of the Commission/Higher Educational Institution/ Institute as provided for in sub-paragraph 9.6.1 above. | Applications where both spouses are employed |
| 10.3 | Holiday warrants are not issued in the case of children under three years of age. Children who are three years of age or over but under twelve years are issued warrants for half tickets on the railway. | Children |

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| 10.4 | A separate warrant must be issued for each separate trip between two stations on the railway. Where a double or return journey warrant is asked for between the same two stations, separate warrants should be issued in respect of the outward and return journey. | Separate warrants for each journey |
| 10.5 | The warrant should specify the date of issue, and the date of travel. The interval between these two dates should not exceed thirty days, subject to the exception in sub-paragraph 10.7 below. | Date of issue and date of travel |
| 10.6 | A warrant may, however, be utilised within a period of fourteen days before or after the "date of travel" specified in the warrant. | Period of validity |
| 10.7 | Where accommodation can be booked in advance (i.e. for sleeping cars, sleeperettes, observation saloons, air conditioned coaches etc.) a warrant issued for the return trip on a journey may specify a date of travel which is not later than the 45 th day from the date of issue, to enable the holder to reserve accommodation for the return trip at the same time he reserves accommodation for the outward trip. | Date of travel for purpose of prior bookings |
| 10.8 | Travel on railway warrants will be subject to the prevailing Railway Regulations. | Railway Regulations |
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| 11. Unused Holiday Warrants and Tickets | | |
| 11.1 | Unused warrants should be returned to the officer authorised to issue warrants not later than three days after the last date for which they are available. | Unused Holiday warrants |
| 11.2 | Unused tickets for the purpose of refund should be promptly returned to the officer authorised to issue warrants for further action. | Unused tickets |
| 11.2.1 | Tickets issued in exchange for warrants and not used are reckoned as having been used. A fresh warrant may however, be issued in lieu of an unused ticket if a refund or credit has been obtained by the Institution from the Railway Department in respect of such unused ticket. Special attention is drawn to sub-paragraphs 4.2 | |

and 4.2.1 of this Chapter requiring the endorsement on an unused ticket by the Station Master of the railway station, without which no refund or credit will be allowed by the Railway Department on unused tickets issued on holiday warrants. In such cases, cancellation charges if any payable to the Railway Department should be met by the person concerned.

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| 11.3 | Warrants should not be made out for more than the number actually travelling or beyond the points to which they intend travelling. Should however, owing to unforeseen circumstances a lesser number than that authorised on the warrant travel, the holder of the warrant must endorse on the face thereof the number actually travelling, and sign it. The person on whose application the warrant is issued is responsible for bringing this requirement to the notice of the holder of the warrant if the person himself is not the holder. | Partly used warrants |
| 11.4 | No encashment will be allowed in respect of holiday warrants. | No encashment on holiday warrants |
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| 12. Misuse of warrants and tickets | | |
| 12.1 | Tickets issued in exchange for warrants can only be used by the persons whose names are entered on the warrants and within the limits of distance and time specified thereon. They are not transferable. | Not transferable |
| 12.2 | The misuse of a ticket or warrant either by transferring it or using it out of the date on which, or on a portion of the railway over which it is not available, will render the user liable for prosecution and to disciplinary action. | |
| 12.3 | The misuse of a ticket or warrant by the dependent of the person will render that dependent liable to lose the next three sets of holiday warrants to which he would become entitled and, in any case, warrants shall not be issued for a period of 1 year from the date of default. | Misuse by dependent |

- 12.4 The misuse of a ticket or warrant by an employee will, if the fault is not sufficiently serious to merit dismissals, render the employee liable (in addition to any other punishment) to lose the next three sets of holiday warrants to which the employee would become entitled. In any case warrants should not be issued for a period of one year from the date of default. Misuse by employee

13. Records and Accounting Procedure

- 13.1 It is the duty of the Commission/Higher Educational Institution/ Institute to keep an accurate and complete register in a standard form as used for the purpose in Government Departments, of the holiday warrants issued to each person. Register in standard form

- 13.1.1 When a person is transferred, the Commission Higher Educational Institution/ Institute from which the officer is transferred must inform the place to which the person is transferred of the holiday warrants issued to the person and/ or his dependants in the current financial year. The number and date of letter conveying the information must be noted in the register kept in the Commission/ Higher Educational Institution/ Institute from which the person is transferred and the information conveyed must be posted in the register kept in the place to which the person is transferred. Persons transferred

14. Concessionary Season Tickets on the Railway

- 14.1 All Persons employed in the Commission/ Higher Educational Institutions/ Institutes are eligible for concessionary season tickets on the railway for the purpose of travel from their residence to their usual place of work. Eligibility
- 14.2 Employees entitled to second class travel under subparagraph 1.3(c) of this Chapter may be issued with second or third class concessionary season tickets at their option, between the railway stations closest to their residence and their place of work. Class of travel

- 14.3 Employees entitled to third class travel under subparagraph 1.3(d) of this Chapter may be issued with third class concessionary season tickets between the railway stations closest to their residence and their place of work.
- 14.4 Concessionary season tickets will normally be issued where the distance between residence and place of work does not exceed 30 miles. In special cases the concession may be extended where the distance exceeds 30 miles if the Chairman/ Secretary of the Commission or the Vice-Chancellor/ Registrar of a University or the Rector of a Campus or the Director/Secretary of a University College or the Director of an Institute/ Centre for Higher Learning is satisfied that the grant of the concession in such a case will not impair the employee's efficiency or interfere with his work.
- 14.5 Applications for concessionary season tickets should be made by employees eligible for the concession on forms approved for the purpose by the General Manager of Railways.
- 14.5.1 An officer of the administrative staff who is assigned this subject should satisfy himself that the applicants are entitled to the concession and that from information available, the particulars furnished by the applicants are correct, before the applications are certified and forwarded to the Railway Department.
- 14.5.2 The applications should be accompanied by a cheque for the amount of the contribution towards the concessionary season tickets applied for from the Commission/ Higher Educational Institution/ Institute.
- 14.5.3 However, for sake of convenience, institutions could permit eligible employees to purchase normal monthly/ quarterly season tickets and on production of such tickets refund the institutions contribution to the employees concerned.
- Distance between residence and place of work
- Applications for concessionary season tickets
- Accuracy of information in Applications
- Contribution by the institution
- Refund the institution's contribution on production of the season ticket

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| 14.6 | Concessionary season tickets are issued by the Railway Department subject to its rules and regulations in regard to such tickets. | Subject to rules of the Railways |
| 14.7 | Concessionary season tickets should be surrendered to the Commission/ Higher Educational Institution/ Institute through which they were obtained, when they cannot be used in circumstances affecting the stations between which they are valid for use, such as a transfer to another work place or change of residence, or in circumstances necessitating long absence from work, such as interdiction, leave exceeding two months or leave prior to retirement, or on termination of appointment on any grounds what-so-ever. The surrendered tickets should be forwarded to the General Manager of the Railway Department by the Commission/ Higher Educational Institution/ Institute, claiming a refund due for the period of non-use. | Surrender of season tickets and period of non-use |
| 14.8 | Of the total amount available as refund, the amount due to the Commission/Higher Educational Institution/ Institute will be credited to its fund and the balance will be refunded to the employee by the Railway Department. | Refund of period of non-use |
| 14.9 | Misuse of Tickets: | |
| 14.9.1 | Concessionary season tickets are not transferable. They should only be used by the employees in whose names the tickets are issued, between the stations and within the periods of validity specified on the tickets. | Not transferable |
| 14.9.2 | Any misuse of these tickets reported by the General Manager of the Railway Department or otherwise detected will result in the concession being immediately withdrawn. The employee will be debarred from enjoying this concession for a period of at least one year in addition to any penalties that may be imposed under the rules of the Railway Department and any disciplinary action taken by the Commission/ Higher Educational Institution/ Institute. | Penalty for misuse |