

**BHARAT SARKAR/GOVERNMENT OF INDIA  
RAIL MANTRALYA/MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

**CIRCULAR**

**Sub.:- Issue of authorizations/Passes to the Officers and Employees of Board's Office to attend essential duties in the office.**

Pursuant to the decision to impose a complete lockdown for a period of 21 days w.e.f. 25.03.2020 in view of the threat posed by Spread of COVID-19, this Ministry has been obtaining authorizations/Passes for its officials to attend essential official duties from the DCP/New Delhi District in view of DoPT's OM No. 11013/9/2014-Estt. (A-III) dated 25.03.2020.

2. Subsequently, vide Home Secretary, Government of India's D.O. letter 40-3/2020-DM-I(A), dated 03.04.2020 addressed to Chief Secretaries/Administrators of all States/UTs, it has been decided that designated authorities under Railways be allowed to issue authorizations/Passes for a critical mass of staff for its operations, as difficulties were being faced in obtaining passes from district authorities in some cases. Further, vide Home Secretary, GoI's D.O. Letter of even number dated 12.04.2020 addressed to Chief Secretaries/Administrators of all States/UTs, it has been again re-iterated that Railways have already been authorized to issue authorizations/Passes for their staff and contractual labour.

3. Further, Ministry of Home Affairs vide their order No. 40-3/2020-DM-I(A), dated 14.04.2020 and 15.04.2020, have issued orders that the consolidated guideline issued for containment of COVID-19 epidemic in the country, will continue to remain in force upto 3<sup>rd</sup> May'2020 to contain spread of COVID-19 in the country. Further, as per these orders, this Ministry has to function with 100% attendance of Deputy Secretary and level above that and remaining officers and staff to attend upto 33% as per requirement with effect from 20.04.2020.

4. In view of the above, all EDs/JSs and equivalent officers in Board's office are hereby authorised to issue authorizations/Passes to the staff/contractual labour and for their vehicles, of their Directorates to attend the office as per requirement. The movement of persons and vehicles shall be subject to strict adherence to norms of hygiene and social distancing, as is required in the context of COVID-19. A proforma of the authorization/Pass to be issued is enclosed.

**DA : As above**

No.2020/G(Acc.)/Maint/Misc./COVID-19  
New Delhi, dated 16.04.2020



**(MANOJ KUMAR)  
Director (GA)  
Railway Board**

**Copy to :-**

1. PS/MR & PS/MoSR
2. PSOs/Sr.PPSs/PSs to CRB, FC, MS, ME, MRS, MTR, M(MM), M(S&T) and Secretary Railway Board.
3. All EDs/JSs and equivalent officers of Railway Board for necessary action.

**BHARAT SARKAR/GOVERNMENT OF INDIA  
RAIL MANTRALYA/MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

New Delhi, Dated .04.2020

**TO WHOM IT MAY CONCERN**

It is hereby certified that Shri/Smt./Ms. \_\_\_\_\_, working as \_\_\_\_\_ in the Ministry of Railways (Railway Board), Identity Card No. \_\_\_\_\_, is engaged in essential duties and therefore authorised to commute to attend the office. The Movement of the official and his/her vehicle No. \_\_\_\_\_, shall be subject to strict adherence to norms of hygiene and social distancing, as is required in the context of COVID-19.

**Name and Designation  
of the issuing authority  
(with official stamp)**