

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
(RAILWAY BOARD) (रेलवे बोर्ड)

CIRCULAR


Rail Bhawan is located at Central Vista which is a very sensitive/high security zone due to its proximity to Parliament House, Rashtrapati Bhawan and other Secretariat buildings. In view of this scenario, after due deliberations with the Ministry of Home Affairs (MHA), the operational control of RPF/RPSF deployed at Rail Bhawan has been taken over by MHA with effect from 01.12.2017. Accordingly, access into Rail Bhawan is being regulated as per MHA norms and open/restricted Identity Cards, validation slip, temporary passes and visitor passes issued by MHA will only be honoured.

To ensure smooth transition of procedure for regulation of access into Rail Bhawan followed by Ministry of Railways to that of MHA, all officers and staff of Railway Board, Zonal Railways/Production Units/PSUs and other attached offices of Indian Railways may invariably follow the instructions given hereunder for issue of Identity Cards/Validation Slips and visitor/temporary passes for access into Rail Bhawan:

- i. **Visitor Pass and Temporary Pass of duration upto a period of one month:**
For visit to Rail Bhawan, Reception Centre at Rail Bhawan will issue visitor passes. Temporary passes of duration upto a period of one month will also be issued by Reception Centre. Temporary pass which is applied for a period of more than a week will initially be issued for one week and will be repeated for further one week upto one month. Application for these passes should invariably be submitted through an officer not below the rank of Dy. Secretary/Joint Director or equivalent rank of the office of the applicant.
- ii. **Temporary Pass of duration more than one month and upto one year:**
For temporary pass of duration more than one month and upto one year, on-line application may be made on site 'evisitors.nic.in' on expiry of the existing validation slip and temporary pass issued by Ministry of Railways for visit to Rail Bhawan. Temporary pass which is applied for a period of more than six months will be initially issued for six months and will be repeated for further period upto one year. Application for these passes should invariably be submitted through an officer not below the rank of Dy. Secretary/Joint Director or equivalent rank of the office of the applicant. These passes will be issued by Reception Supervisor and may be collected from G Branch of Railway Board.
- iii. **Identity Card:** For Identity Card, on-line application may be made on MHA site 'mha.nic.in' on expiry of the existing Identity Cards issued by Ministry of Railways. All employees other than those of Railway Board may continue to apply for MHA Identity Card as is being done at present. A hard copy of the application should be submitted to G Branch of Railway Board for onward transmission to MHA. These Identity Cards will be issued by MHA and may be collected from G Branch of Railway Board.

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- iv. **Validation Slip:** For validation slip of duration of one year, on-line application may be made on site 'mha.nic.in' on expiry of existing MHA validation slip. A hard copy of the application should be submitted to G Branch of Railway Board for onward transmission to MHA. These Validation Slips will be issued by MHA and may be collected from G Branch of Railway Board.


(P.S. Meena)
Director (GA)
Railway Board
Ph.23389446

No.2015/G/Entry Pass
Dated 12.12.2017

To:

All Officers and Branches in Board's Office including those working in Pragati Maidan Metro Station Building Complex and Dayabasti RPSF Camp.

GMs/CR, ER, NR, NER, NFR, SR, SER, SCR, WR, ECoR, ECR, NCR, NWR, SWR, WCR, SECR, Metro Railway/Kolkata, ICF/Chennai, RWF/Bangalore, CLW/Chittaranjan, DMW/Patiala, RCF/Kapurthala, DLW/Varanasi, RDSO/Lucknow, RSC/Vadodara, CORE/Allhabad

The C.A.O., COFMOW, Tilak Bridge, New Delhi.

The C.P.A., IRCOT, Shivaji Bridge, New Delhi.

The G.M., RCF, Tilak Bridge, New Delhi.

The Administrative Officer, IRFC, Upper Ground Floor, East Tower, NBCC Place, Bhishm Pitamah Marg, Lodhi Road, New Delhi.

The M.D., CRIS, Chanakyapuri, New Delhi.

The Chairman, RCT, Principal Bench, Delhi, 13/15, Mall Road, Delhi-54.

The M.D., RITES, 1, RITES Bhawan, Gurgaon, Haryana.

The M.D., IRCON Ltd., C-4, District Centre, Behind Sheraton Hotel, Saket, New Delhi- 110017.

The M.D. CONCOR, CONCOR Bhawan, C-3, Mathura Road, New Delhi.

The M.D., RCIL, Bank of Baroda Bldg., Connaught Place, New Delhi.

The Jt. Director, MILRAIL, Room No.503-C, D-I Wing, Sena Bhawan, New Delhi.

The M.D., IRCTC, Bank of Baroda Bldg., Connaught Place, New Delhi.

The M.D., RVNL, Plot No.25, First Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi.

The Secretary to RLDA., Near Safdarjung Railway Station., Moti Bagh, New Delhi.

The Dedicated Freight Corridor Corporation of India Ltd., 5th Floor, Pragati Maidan Metro Station Building, New Delhi.

The Chief Administrative Officer, RCF/RBL(Project), Kishanganj Delhi-110007.

Indian Railways Organisation for Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.
