

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**