

My No: T.06/514CSRP/RT&SR
Sri Lanka Railways
Railway Headquarters
Colombo 10
2026.06.09

Secretaries to All Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
Heads of Corporations and Statutory Boards.

01. Issuance of Concessionary Railway Season Tickets Provided to Government Officials through the "Pravesha" Online System

In terms of Chapter XVII of the Establishments Code, concessionary railway season tickets provided to government officials are scheduled to be issued through the online system with effect from 09.06.2026. These instructions are being issued for the said purpose.

01. Registration of Government Institutions

1.1 User Logins will be created for every government institution to log into the "Pravesha" system in order to verify the government officials of their respective institution, approve their requests for concessionary season tickets, and confirm the payments due to the Department of Railways.

1.2 Online access to log into the "Pravesha" system for all Ministries and Provincial Councils will be created by the Railway Department by itself at the first instance.

1.3 Facilities to create online access for institutions functioning under Ministries and Provincial Councils (Provincial Ministries, Departments, Statutory Institutions) will be provided to the respective Ministries and Provincial Councils through the system.

1.4 Institutions supervising regionally operating institutions (District Secretariats, Provincial Educational / Health Offices) that function under an institution belonging to a Ministry or a Provincial Council is able for the facilities to create online access for those regional institutions.

1.5 In this manner, the registration of all government institutions and the preparation of online access must be implemented according to a hierarchical order from the Ministry / Provincial Council level according to the supervisory levels.

1.6 When registering government institutions, the institution performing the registration is liable for the responsibility of accurately registering the said institution as a Provincial Council institution or a Statutory Institution .

1.7 Instructions regarding the registration of an institution whose authority to issue concessionary season tickets cannot be verified by any means, must be obtained from the Railway Department.

02. Registration of Passengers Requesting Concessionary Season Tickets (Passenger Profile Creation)

2.1 All passengers must register through the online system in order to obtain concessionary season tickets. It has been introduced 04 methods for this purpose:

1. Registration through the “Pravesha” mobile application access
- 11.Registration through the “Pravesha” web access
- 111.Registration at a railway station implementing the Digital Railway Ticket Pilot Project
- 1V.Registration through the “Pravesha” system of the institution where the passenger is employed

2.2 To obtain concessionary season tickets for a registered government official, the registered passenger user account must be validated for concessionary season tickets by the government institution where the said official is employed.

03. Applying for Season Tickets

3.1 It is possible to apply for a government concessionary season ticket through a passenger profile ,certified under a government institution.

3.2 In accordance with the provisions of the Establishments Code the validity period of the requested concessionary season ticket can be applied for as 01 to 03 months.

3.3The request for a government concessionary season ticket must be approved by the government institution concerned in order to purchase a valid season ticket.

04. Payments for Season Tickets

4.1 payments for a concessionary season ticket approved by the institution can be made through three methods:

1. Online via the mobile application of the official who applied
- 11.Online through a User Login via the "Pravesha" website
- 111.Through a railway station where the Digital Railway Ticket Pilot Project is implemented (including the railway stations; Colombo Fort and Maradana)

05. Utilizing the Railway Service Using a Valid Season Ticket

5.1 When traveling by train, the valid concessionary season ticket must be kept in one's possession at all times, it must be produced whenever requested by a railway official while using the railway service.

5.2 The valid season ticket can be produced by oneself through the mobile application on mobile phone.

5.3 Officials who do not have the mobile application must produce a printed copy of the valid season ticket obtained upon the payment.

5.4 Once a valid concessionary season ticket cannot be produced, action will be taken under the laws conforming to the provisions of the Railways Ordinance.

06. Crediting the Concession amount borne by Government Institutions to the Department of Railways

6.1 The concession amount (25%) held by Provincial Councils, Independent Commissions, and Statutory Institutions for the issuance of government concessionary season tickets should be remitted to the Railway Department through cheques and confirmed in the system.

6.2 All the said dues must be settled by the Institutions concerned prior to the 15th day of the following month.

6.3 The Railway Department has right to stop the facility of issuing season tickets to officials in an institution that fails to credit the government concession amount to the Railway Department.

07. Instructions, Operations, and Technical Support for Using the Online System

7.1 Instructions regarding logging into the "Pravesha" online system for government institutions and government officials are given under Annexure 01. Access to the same instructions is also available through the electronic link www.railway.gov.lk. In addition, video guides on how to use the system can also be accessed through the said link.

7.2 It is also possible to contact the Information Technology Unit of the Railway Department for technical support regarding the system via the below mentioned telephone numbers

011 2302719
1971

Annexures:

1. Instructions, required for registration of the government institutions in the system "Pravesha"
2. Instructions, required by a government official for obtaining a concessionary season ticket

Sgn./by
Ravindra Pathmapriya
General Manager –Railways

Copies :

1. Auditor General