

**GOVERNMENT OF INDIA (भारत सरकार)**  
**Ministry of Railways (रेल मंत्रालय)**  
**Railway Board(रेलवे बोर्ड)**

File No. PC-VII/2020/HRMS/6

New Delhi, dated: 06.02.2023

**The General Managers,  
All India Railways & Production Units,  
(As per mailing list)**

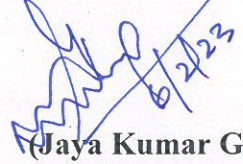
**Sub: - Modifications in the e-Pass Module of HRMS**

This is to inform that in order to provide a significant boost to the user experience and convenience while using the e-Pass Module of HRMS, certain modifications have been introduced in the same which are detailed as under:

- (i) The e-Pass/PTO shall be issued automatically and immediately by the HRMS system upon submission of request by the user, as per extant Railway Servant (Pass) Rules, without any need for approval of Pass clerk or Pass issuing authority.
- (ii) Option has been provided to employees to re-declare existing family declaration, which will be auto accepted, without any need for approval of pass clerk / pass issuing authority if there is no change in the new declaration. To reconfirm the existing declaration, without any change, the employee may click on **No Change in Family Declaration** button, and thereafter the system will allow issue of pass based on existing family declaration.
- (iii) In case there is any change in family details, the same can be done by using the **Re-Declare Family** button to access family declaration page, and submit revised family declaration for approval. Pass will be issued as per revised declaration only after approval.
- (iv) Cancellation of pass and changes in family declaration would still require approval of pass clerk/ pass issuing authority.
- (v) Option for faster and alternate route has been provided for PTO as well, as is currently available for Pass.
- (vi) Family declaration to be mandatorily given by employee once in a year. e-Pass shall not be issued if the family declaration is more than one year old. However, a grace period of 1 month shall be available to the employee during which pass will still be issued, if a service request for family declaration has

been submitted by the employee for approval. This rule will come into force from 19.02.2023.

2. It is requested that the aforementioned modifications in the e-Pass Module may be widely circulated amongst all the employees for their convenience. The employees may also be advised to exercise necessary caution while filling the details of origin, destination and break/via journey stations and choice of family members to be included in the e-Pass as in the new system, the pass will be auto-issued without being submitted to Pass Issuing Authority.



**(Jaya Kumar G)**  
**Deputy Director, Pay Commission-VII & HRMS**  
**Railway Board**  
**e-mail: [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in)**  
**Ph. No: 011-47845125**

**Copy to:**

- (i) PPS to PED(HR), for the information of PED(HR)
- (ii) JS/Railway Board

→

IR-HRMS

≡

★

★

★

📄

👤

🔒

New

?

Help

i

FAQ

4

05/1966

Check the applicable boxes below:

☐ I want to carry Cycle/Motor Cycle

👍 On clicking Generate button, Pass/PTO application will not be sent to Pass clerk and Pass issuing Authority and Pass/PTO will be generated automatically and immediately. Please fill in the details carefully before applying.

जनरेट बटन क्लिक करने पर, पास/पीटीओ आवेदन पास क्लर्क और पास जारी करने वाले प्राधिकारी को नहीं भेजा जाएगा और पास/पीटीओ स्वचालित रूप से और तुरंत उत्पन्न हो जाएगा। कृपया आवेदन करने से पहले विवरण सावधानीपूर्वक भरें।

Save as Draft

Preview & Generate Pass





# IR-HRMS



New

? Help

i FAQ

RAVINDER KUMAR ↓

से और तुरंत उत्पन्न हो जाएगा। कृपया आवेदन करने से पहले विवरण सावधानीपूर्वक भरें।

Save as Draft

Preview & Generate Pass

Copyright @ 2023 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above : Host :

pcphrmsapp039.cloud.cris.in

### PREVIEW PASS APPLICATION

- 🔗 Please preview the pass being issued and go to the **bottom of the page to submit** the same. कृपया जारी किए जा रहे पास का पूर्वावलोकन करें और सबमिट करें।
- 🔗 Check the pass expiry date and also ensure that the kilometres shown are more than the total travelling kilometres of trains by which you will travel. पास की समाप्ति तिथि की जांच करें और सुनिश्चित करें कि दिखाए गए किलोमीटर उन ट्रेनों के कुल यात्रा किलोमीटर से अधिक हैं जिनके द्वारा आप इस पास पर यात्रा करेंगे।

## e-PTO

(रेल मंत्रालय MINISTRY OF RAILWAYS)

Luggage Allowance (for adult and child)

PNR	Train no	From	To	Departure
-----	----------	------	----	-----------

- Pass number and PIN should be entered against each passenger.
- Different Passes can be used in single ticket booking.
- PRS ticket booking application has option to enter maximum of 16 characters of each passenger's name. HRMS's Pass system validates first 16 characters. So make sure to enter exact first 16 characters of passenger's name as mentioned in pass.
- **In case of change in age between printing of pass booking of ticket, the actual age at the time of booking of ticket should be filled in the reservation mentioned on the pass.**

I declare that I am not suspended. (मैं घोषणा करता/करती हूँ कि मुझे निलंबित नहीं किया गया है।)



I hereby confirm I am aware of the pass rules. and the pass balance & eligibility as shown above is correct. If for any reason any pass issued to me is beyond my earning corresponding/equivalent reduction in my pass balance, recovery of the equivalent amount of money from my salary or any other action as applicable.

Generate Pass

 Edit Application



hrms.indianrail.gov.in/HRMS/pass/pass-application?passyear=2022



- Pass number and PIN should be entered against each passenger.

- Different Passes can be used for different purposes.

- PRS ticket booking application.

So make sure to enter exact details.

- **In case of change in age between reservation and pass, the age mentioned on the pass.**

I declare that I am not suspended.

☒ I hereby confirm I am aware of the consequences of any corresponding/equivalent reduction in fare.

**Pass will be issued instantly & automatically.**

Are you sure you want to generate this Pass? You will not be able to make changes after submission.

Please check your journey details before submission:

**BPL, NDLS, RE.**

Your pass will be valid upto :

**30/05/2023.**

✕ No

✓ Yes

MS's Pass system validates first 16 characters of the pass number.

**of ticket should be filled in the reservation.**

on any pass issued to me is beyond my control and I shall take any other action as applicable.





## SUCCESS

Pass has been succesfully issued against UPN:  
[REDACTED] 19

OK

Pass Application

Check Berth/Seat Entitlement

Class of Pass: **Second/Sleeper Class**

Application no.

97282

FAQ

RAVINDER KUMAR

Show Previous Applications