

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VII/2020/HRMS/6(Part)

New Delhi, dated: 16.11.2020

**The General Managers,  
All Indian Railways and Production Units/Training Institutes  
(As per standard mailing list)**

**Sub: Continuation of issuance of Manual Pass to Railway Employees**

**Ref: Board's Letter No. PC-VII/2020/HRMS/6 dated 14.08.2020**

Sir/Madam,


Please refer to Board's letter dated 14.08.2020 (RBE 66/2020) containing the guidelines for e-Privilege Pass/PTO Modules of Human Resource Management System (HRMS) in Indian Railways which was launched on 10.08.2020. The following crucial aspects were mentioned in the said letter:

- (i) E-Pass/PTO module shall be available to serving employee of Indian Railways w.e.f. 24.08.2020.
- (ii) Provision of physical pass shall also be there up to 31.10.2020 and employees who want to avail Privilege Pass/PTO in the physical form can avail the same during the period i.e. up to 31.10.2020. However, from 01.11.2020, Privilege Pass/PTO will be available only in Digital Form.

2. However, while carrying out the implementation of the e-Privilege Pass/PTO Module, certain practical issues regarding certain categories of employees have been communicated to Board's Office from various quarters. Further, the e-Privilege Pass/PTO Module for Pensioners has not yet been launched due to certain logistical issues and that the same would be commissioned very shortly.

3. Taking into view the concerns raised by various stakeholders, the matter has been thoroughly and comprehensively examined in Board's Office and following decisions have been made for implementation across whole Indian Railways:

- (i) Issuance of physical passes may be extended up to 31.12.2020 with the corresponding extension of time for booking across PRS counters for serving employees as per the validity of Passes.
- (ii) From 1<sup>st</sup> January, 2021 onwards the system may be invariably shifted to e-Pass module in respect of serving Railway employees.
- (iii) For pensioners, considering the logistical issues and considering the age factors of the end users, physical passes may continue to be issued to pensioners till 31.03.2021 with the corresponding extension of time for booking across PRS counters for pensioners as per the validity of Passes.

  
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(iv) As far as the Audit staff is concerned, the issue has already been referred to CRIS and till such time improvisation may be made to continue the issuance of physical passes to them.

4. This issues with the approval of the Competent Authority.

5. This letter has been uploaded on the website of Indian Railways at the following location:

<http://www.indianrailways.gov.in/railwayboard/> → About Indian Railways → Corporate Overview → Directorates → Pay Commission → Pay Commission-VII



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Railway Board

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