

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

No PC-VII/2020/HRMS/6

New Delhi, dated.14.08.2020

All General Managers,
Zonal Railways.PSU,
NAIR, Training Institutes
(As per Standard Mailing
List)

Chairman & Managing Director,
IRCTC,
11th Floor, Statesman House,
New Delhi

Managing Director,
CRIS,
Chanakyapuri,
New Delhi.

Sub: Guidelines for e-Privilege Pass/PTO Module of HRMS

With a view to promote digital/paperless ticketing, E-Privilege Pass/PTO Module of HRMS has been launched on 10.08.2020 and the same has been operationalised across all Indian Railways. In order to facilitate the same, data entry in two modules of HRMS, Employee Master and E-SR has almost been completed across all Zonal Railways.

2. The salient features of E-Privilege Pass/PTO module are as under :-

- (i) E- Privilege Pass/PTO module shall be available initially to all serving employees of Indian Railways w.e.f. 24.08.2020 and privilege pass/PTO generated through digital mode can be utilised for booking physical tickets across PRS/UTS counters and online tickets through IRCTC.
- (ii) The user guidelines and SOP of this module provided by CRIS are enclosed herewith.
- (iii) No convenience fee shall be levied by IRCTC in case of online booking of tickets using E-Privilege Pass/PTO.
- (iv) The provision of physical passes shall also be there upto 31.10.2020. Employees who wish to avail privilege Pass/PTO in the physical form can avail the same during this period. However, from 01.11.2020 onwards, Privilege Passes/PTOs will be available only in the digital form.
- (v) The Complementary passes for retired employees in digital mode will be available tentatively wef 1.10.2020. The details of the scheme will be circulated in due course.
- (vi) Those employees who have once switched to E-Privilege Pass/PTO module shall not be able to avail physical passes.
- (vii) There will not be any restriction on using the physical pass availed till 31.10.2020 for booking the tickets through PRS/UTS counters till the validity of physical privilege pass/PTO. Since as per extant instructions validity of privilege Passes/PTOs is five months, w.e.f. 01.04.2021, there shall be no booking on physical passes across computerised Passenger Reservation System (PRS)/Unreserved Ticketing(UTS) counters.



-- 2/-

- : 2! -
- (viii) For reserved journey, ticket should be taken from PRS counter/IRCTC website. For unreserved journey, ticket should be taken from UTS counter/UTS Mobile App.
- (ix) All rules pertaining to booking of ticket, revalidation, usage, charging etc. regarding privilege pass/PTOs in case of physical passes/PTOs shall remain same in e-privilege passes/PTO, with minor operational amendments, where ever required.
3. Necessary instructions may be issued to all concerned. The user guidelines and the SOP of this module may please be circulated amongst all concerned through all possible modes including e-mail, Notice Board etc. to create awareness.
4. This issues in consultation with the Establishment and Traffic Commercial Directorates of this office.
5. The above instructions along with enclosures have been uploaded in website - <http://www.indianrailways.gov.in/railwayboard/> → Corporate Overview → Directorates → Pay Commission → Pay Commission-VII.

Annexure : E-pass - User Manual/Consolidated guidelines



(Mahendra Kumar Gupta)
Executive Director/PC-II
Railway Board

No PC-VII/2020/HRMS/6


New Delhi, dated. 14.08.2020

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISSET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.

--- 3/-

- 3 -
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
 21. The Editor, 'Bhartiya Rail'.
 22. The Editor, 'Indian Railways'.
 23. The Chairman, Passenger Services Committee.
 24. The Chairman, Passenger Amenities Committee.
 25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
 26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
 27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
 28. The C.A.O. (Const.), Central Railway, Mumbai.
 29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
 30. The Director (Movement) Railways/Calcutta.



(Mahendra Kumar Gupta)
Executive Director/PC-II
Railway Board

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Copy forwarded to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan (with 35 spares)
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan (with 35 spares)
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).


For Secretary, Railway Board

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MR, MSR(S), MSR(G), CRB, FC, MS, M(TR), ME, M(RS), MT, M(S&T), M(MM), DG(HR), DG/RHS, DG/RPF, Secretary/Railway Board, All Additional Members/Advisors/Executive Directors/Joint Secretaries, Directors/JDs/DS/DD/US Railway Board.

All Branches Railway Board

- 4 -

e-Pass Implementation Process

1. Unit Admin (Sr DPO in Division and Dy CPO/ SPO in other units) has to assign roles of Pass Admin (Branch Officers).
2. Pass Admin has to assign access role of Pass Issuing Authority (PIA) and Pass Clerk to concerned staff. Pass Clerks are then tagged to PIA.
3. Pass Admin has to assign Employees to PIA . Both group and one to one assignment provisions are available.
4. Pass Clerk has to enter already availed Manual Pass data of employee.
5. Availed manual pass data is available to Employee for confirmation. Employee can accept/return Manual Pass data to pass clerk for rectification. It needs final acceptance of employee.
6. Declaration in Family tab of Employee master is available to employee. Taking help of this Employee will submit family declaration for pass.
7. Pass Clerk may accept/reject family declaration for Pass submitted by employee. It has to be finally accepted by Pass clerk.
8. Employee can submit his e-Pass application. SMS will be sent to Employee and his/her PIA on submission of application.
9. Any Pass Clerk under employee's PIA can process employee's pass application. If found correct it is forwarded to PIA.
10. PIA issues the e- Pass. SMS will be sent to employee on pass generation.
11. Employee gets the generated e-pass and can use it for ticket booking at counter or online. Employee has to generate an OTP which is to be given as input /provided to ticket issuing authority while booking ticket.
12. For both Reserved/Unreserved journey tickets are to be booked.
13. At the time of booking ticket by employee, details of pass / earlier bookings are verified from HRMS system and ticket is booked.
14. Employee can also apply for cancellation of pass/ split pass online.

Pass Module- User Manual For Employee, Pass Clerk & PIA

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

- **For Employee**

Declaration of Manual Passes & Pass Family:

1. Contact your Pass Clerk for entry of manual passes
2. One entered by Pass Clerk, click on **Pass > Pass Set List** menu

Please review the number of manual passes issued till date corresponding to pass type and year. If this information is not updated, then you will not be able to apply for Pass online.

Pass Type	Pass Year	Full Set	Half Set
PRIVILEGE PASS	2019	3	2
PRIVILEGE PASS	2020	1	2
PRIVILEGE PASS	2021	0	0
PASS TICKET ORDER	2019	3	1
PASS TICKET ORDER	2020	1	1
PASS TICKET ORDER	2021	0	0

Remarks *

Remarks for Manual Pass

If the number of passes entered by Pass clerk is correct, kindly click on 'Confirm' button. If there is some discrepancy in count kindly enter your remarks and click on 'Return to Clerk' button to return it to the Pass Clerk.

Confirm **Return To Clerk** **Reset**

3. Click on '**Confirm**' button if the entered information is correct. If there is some discrepancy, click on '**Return to Clerk**' button to return it for modification to Pass Clerk.
4. Once Confirmed, now Family Declaration needs to be completed. Click on **Pass Set List** menu. A pop up will appear to prompt user to complete family Declaration.

* Declared family & dependents of employee with the Dealing clerk.

Please select the family members for family declaration of Pass

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass
1	SHARDA NIMESH	WIFE	01-07-1965	54	F	FAMILY	<input type="checkbox"/>
2	HIMANSHI NIMESH	DAUGHTER	11-08-1989	30	F	FAMILY	<input type="checkbox"/>

I declare that the particulars of my family members shown above are correct to the best of my knowledge.

Submit **Reset**

5. Select the members for Pass Family Declaration and click on '**Submit**' button. This declaration will now be forwarded to the Pass Clerk for further action. Once Accepted by Pass Clerk, employee can now apply for e-Pass.

e-Pass Application:

1. Click on **Pass > Pass Set List** menu.
2. Select **Pass Type: Privilege Pass** and click on 'Go' button. The entitled & available, full/half Pass sets will be shown.

Home / Pass / Pass Set List

Pass Set List

Instructions:

- Select the type of Pass & click on 'Go' button to fetch entitled and available Pass sets.
- Once Pass sets are fetched successfully, click on the count under available Pass sets to proceed with Pass application

Select Type Of Pass: PRIVILEGE PASS

Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2019	6	12	3	2	2	4
2020	6	12	1	2	4	8
2021	0	0	0	0	0	0

3. Click on '**Available- full set- count**'. You will be redirected to Pass Application Page
4. If there are any previous existing applications(not submitted yet) for this year, then they will appear in the list. They can be edited by clicking on edit icon shown beside the application. To create a fresh application, click on '**New Application**' button.

List of Full Set Pass Applications for the year : 2020

Click on icon to edit existing Pass application(s) or fill here.

Show entries Search:

Edit	Delete	Pass Application Number	Pass Type	Pass Year	Full/Half Set	From Station (Outward)	To Station (Outward)	Break Journey Stations (Outward)	From Station (Inward)	To Station (Inward)	Break Journey Stations (Inward)
No data available in table											

Showing 0 to 0 of 0 entries

Status Description :

- D - Draft
- S - Submitted for Approval
- A - Pass application Approved by Pass Clerk
- R - Pass application Rejected by Pass Clerk
- I - Pass Issued

5. Page for new application will open. Details of employee and list of members will be shown to employee. Fill in the travelling details and select the family members to be included in Pass.

Application for Pass for : ASHOK KUMAR NIMESH

Application no. (Autogenerated)	Application Number (Autogenerated)	Year of Pass	2020
Pass Type *	PRIVILEGE PASS	Full/Half Set *	FULL SET

Employee Details

HRMS Employee ID	SPGZIQ	Employee Name	ASHOK KUMAR NIMESH
Father's Name	GULAB SINGH NIMESH	Date of Appointment	19/03/1982
Pay Level *	11 (67700-208700)	Basic Pay *	96600
Designation		On Deputation	<input type="checkbox"/> Yes
Railway Zone/PU/Office	CENTRAL ORGANISATION FOR RAILWAY ELECTR	Railway Unit	

Present Address

Address Line 1	B 201 A, SECTOR B, SARSWATI NAGAR, BASNI, JK	Address Line 2	village name / city name
State	RAJASTHAN	District	JODHPUR
City	JODHPUR	Pincode	342005

Outward Journey Details

Station From *	Code Station description	Station To *	Code Station description
Break journey Stations	Code Station description Add →	Outward Break stations ✖	

Kindly enter the stations in order of travel

Inward Journey Details

Station From *	Code Station description	Station To *	Code Station description
Break journey Stations	Outward Break stations		

Dependents & Family Members

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members to be included in Pass
1	ASHOK KUMAR NIMESH	SELF	16/04/1960	59	M	FAMILY	<input type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input type="checkbox"/>

Check the applicable boxes below:
 Attendent Traveling Upgraded Pass

Submit Save as Draft

6. According to Pay Level and pass usage "Upgraded Pass" option shall be displayed on screen.
7. Click on '**Save as Draft**' to save details and on '**Submit**' to forward the application to Pass clerk for further approval.
8. On submitting pass application, a **SMS** is sent to employee's registered mobile number having info about pass application and it PIA. A **SMS** is sent to PIA having details of pass application of employee.
9. To Check Berth Entitlement, click on '**Check Berth/Seat Entitlement**' shown beside application

Pass Application

Application for Pass for : OM PRAKASH SHARMA

Application no. (Autogenerated) Application Number (Autogenerated) Year of Pass 2020

Pass Type * PRIVILEGE PASS Full/Half Set * HALF SET

[Check Berth/Seat Entitlement](#)

Information of berth entitlement will be shown as shown below:

BERTH/SEAT ENTITLEMENT

Mail/Express Train					Rajdhani/Duronto Express Type Train					Shatabdi Express Type Train	
1-AC	2-AC	3-AC	SL	2S	1-AC	2-AC	3-AC	SL	2S	EC	CC
RE-III	AEM	AEM	AEM	AEM	NE	1	2	AEM	AEM	NE	1

Legends:

- AEM** - All Eligible Members included in the Pass[i.e. self, family members & dependent relatives, as defined under Rule 2(c) & (d) and subject to other conditions stipulated in the extant railway servants (Pass) Rules].
- NE** - Not Entitled
- RE** - Restricted Entitlement
- RE-I** - Extra berths for other eligible members included in the Pass on payment of 1/3rd difference of fare between 1-AC class and 2-AC class of respective train
- RE-II** - One extra berth for any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-III** - Berths for AEM on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-IV** - One berth for self or any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-V** - Berths for AEM on payment of full difference of fare between this Class and the next lower Class of respective train.

[Close](#)

Application for Split Pass:

1. Login to HRMS application.
2. Go to **Pass > My Issued Passes** menu. List of all issued passes will be shown.

IR-HRMS

Home / Pass / My Issued Passes

My Issued Passes

Click here to show Instructions/Help

Select Pass Type: ALL [Go]

Show: 25 entries

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Main Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10814	2020	PRIVILEGE PASS	FULL SET	10612	22/07/2020	21/12/2020	JAT	NDLS			Send	Generate OTP	22/07/2020 12:30:42	Apply	Cancel	N
10748	2020	PRIVILEGE PASS	FULL SET	10574	21/07/2020	20/12/2020	MFP	NDLS			Send	Generate OTP	21/07/2020 13:14:2	Apply	Cancel	N

Showing 1 to 2 of 2 entries

3. Click on 'Apply' button beside the pass number against which split pass needs to be applied

APPLY FOR SPLIT PASS

Please fill the following details to apply for split pass

Unique Pass number : 10191

From Station *
LUCKNOW (LKO) ✓

To Station *
PATNA JUNCTION (PNBE) ✓

Upload Approval Document *
Choose File GSRRQF_UPN_10187.pdf ✓
In case of multiple documents, please merge all documents and then upload single pdf file.

Justification for application of split pass *
Please justify that why you want to apply for split pass

You have to upload evidence to the satisfaction of pass issuing authority about your inability to accompany your family/dependent relatives for issue of split pass containing approval and recommendation of competent authority

Apply Cancel

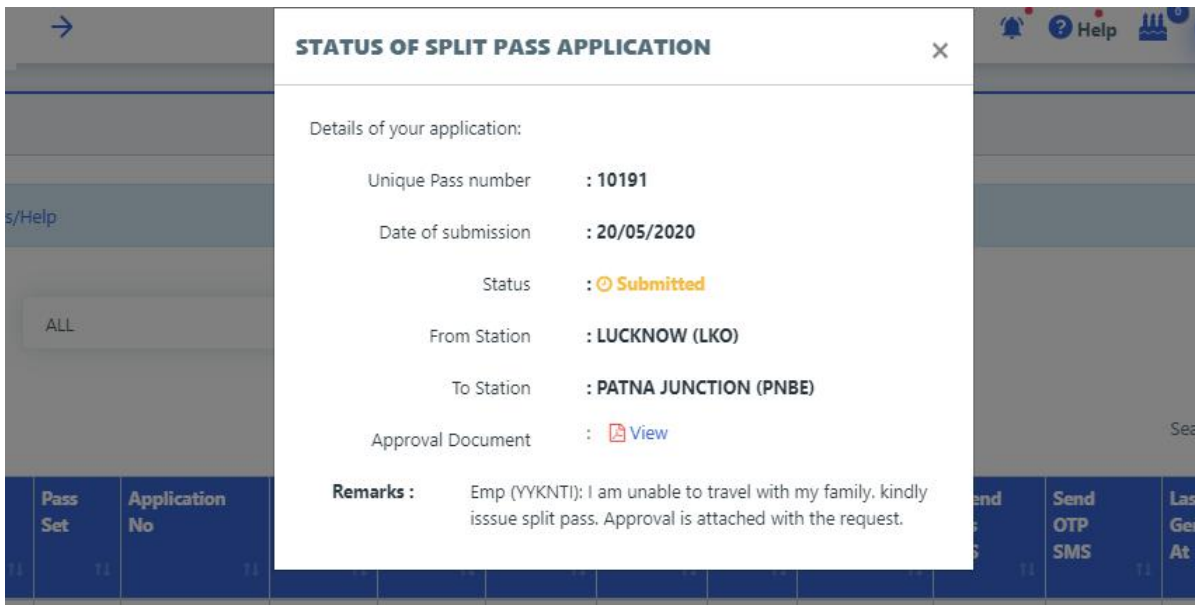
4. Select From & to stations of travel and upload the necessary documents (approval from competent authority). Also enter the reason for applying split pass and click on 'Apply' button. The application will be forwarded to Pass Clerk for further action.

5. To view status of your request, click on 'Applied' and details of your application will be shown

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP			Send	Send OTP		Applied	

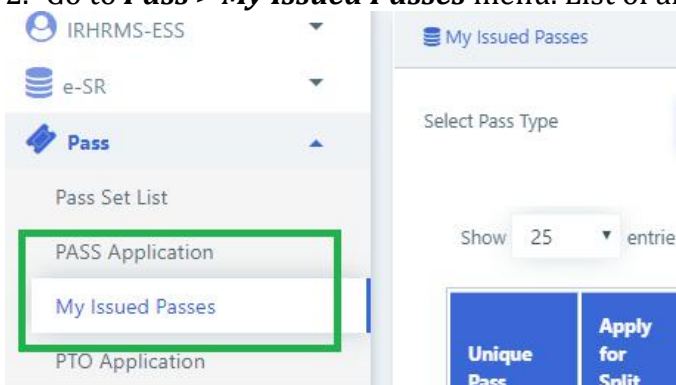
Showing 1 to 1 of 1 entries

Previous 1 Next



Pass Cancellation Request

1. Login to HRMS application
2. Go to **Pass > My Issued Passes** menu. List of all issued passes will be shown



3. Click on '**Cancel**' against the UPN which needs to be canceled. Enter reason for cancellation, upload the approval document form competent authority and click on '**Submit**' button. The request will be forwarded to Pass clerk for further action.

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP			
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	Send	Send OTP		Issued	Cancel

APPLICATION FOR CANCELLATION OF PASS

Please fill the following details to apply for cancellation of pass

Unique Pass number : **10191**

Upload Approval Document *

Choose File No file chosen

In case of multiple documents, please merge all documents and then upload single pdf file.

Please justify that why you want to apply for pass cancellation

Reason for cancellation of Pass *

! Pass once issued is not canceled without debit except in very special circumstances when issuing authority is satisfied about necessity of cancelling the pass, and it will be done only in very limited circumstances like non sparing from duty (with certificate of competent authority), sickness supported by railway doctor certificate, death, accident in family or natural calamity due to which train services are suspended and all such cases should be accompanied by proper documentary proof with endorsement and recommendation of competent authority regarding the reasons mentioned for cancellation. Please upload the required documents.

Submit
Cancel

4. To view status of your request, click on 'Applied' against the pass for which cancellation request was submitted. A pop up will appear with request details

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP			
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192				Issued	Applied

STATUS OF PASS CANCELLATION REQUEST

Details of your application:

Unique Pass number : **10191**

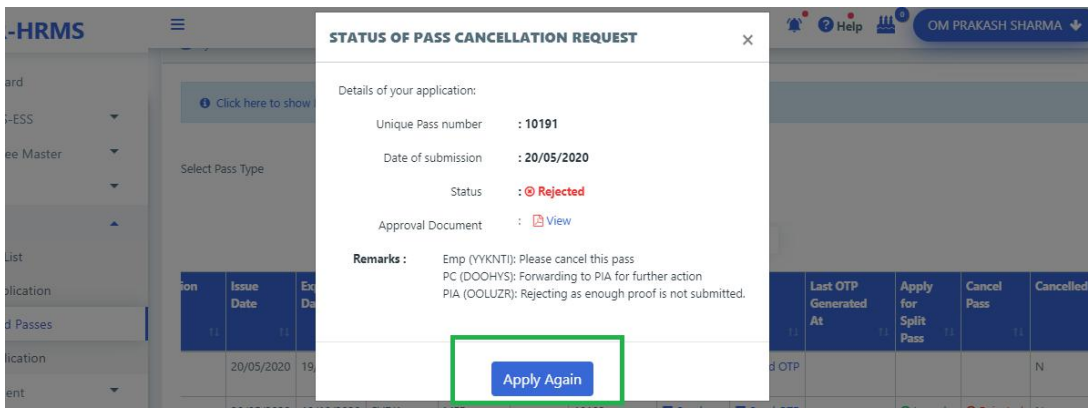
Date of submission : **20/05/2020**

Status : Accepted

Approval Document : [View](#)

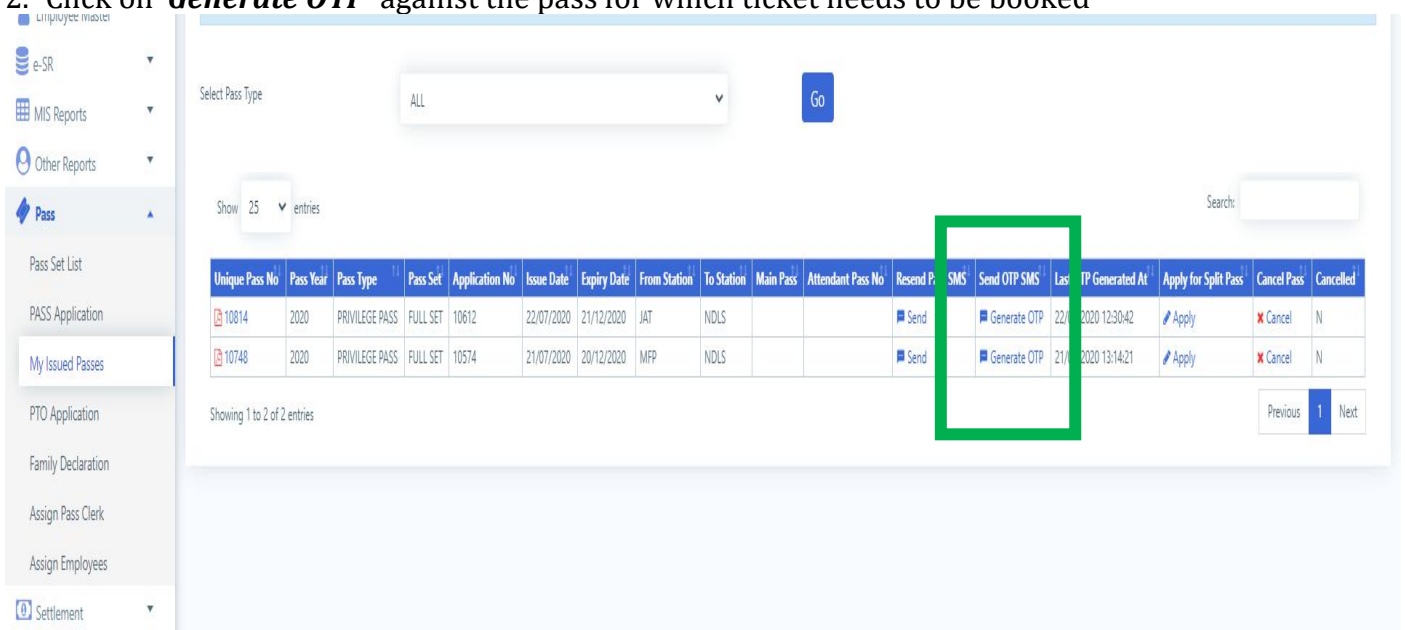
Remarks : Emp (YKNTI): Please cancel this pass
PC (DOOHYS): Forwarding to PIA for further action

5. If your request was Rejected, you can apply again by clicking on 'Apply Again' button on the same pop-up screen

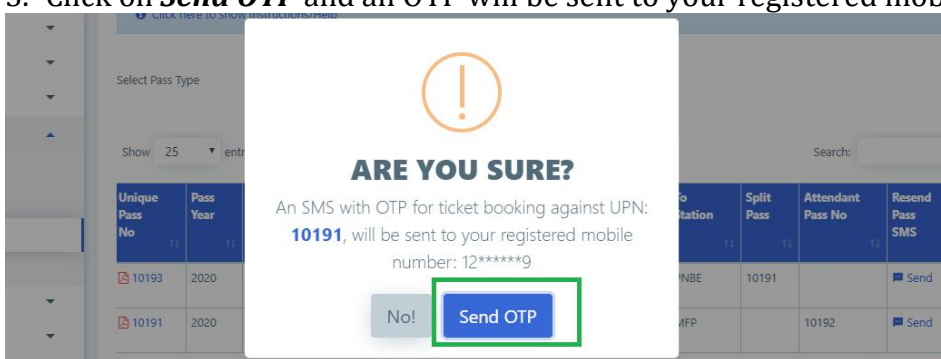


Generate OTP for ticket Booking

1. Go to 'Pass' > 'My issued Passes'
2. Click on 'Generate OTP' against the pass for which ticket needs to be booked



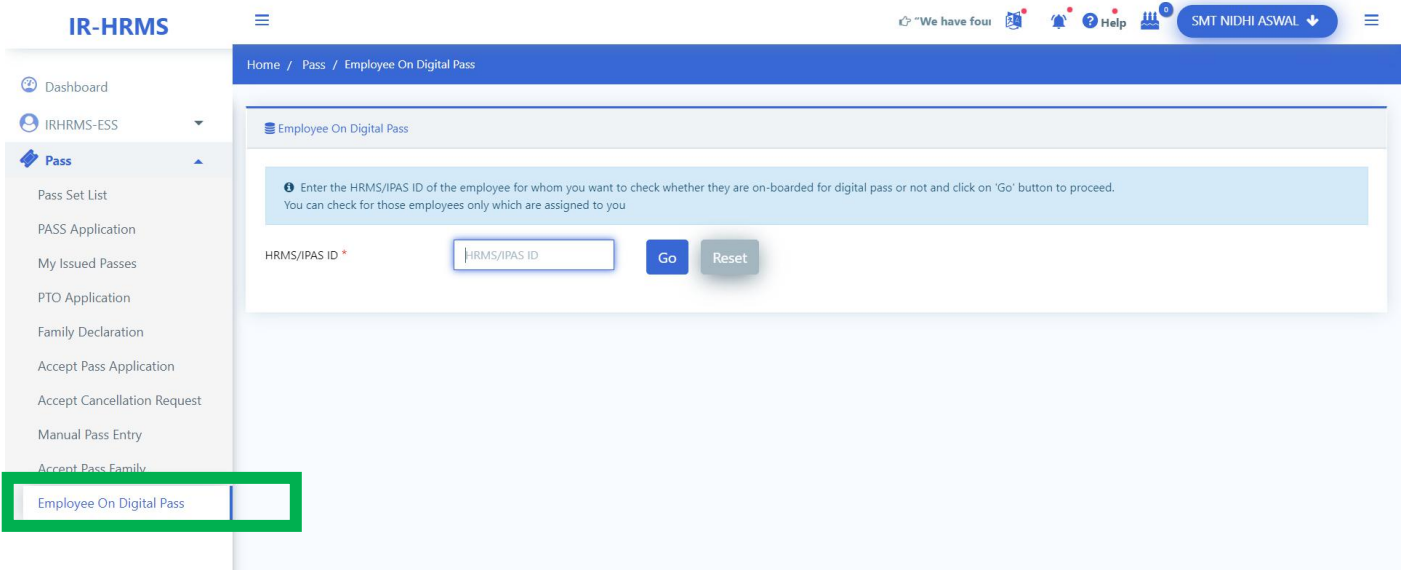
3. Click on **Send OTP** and an OTP will be sent to your registered mobile number



- **For Pass clerk:**

Employee on Digital Pass

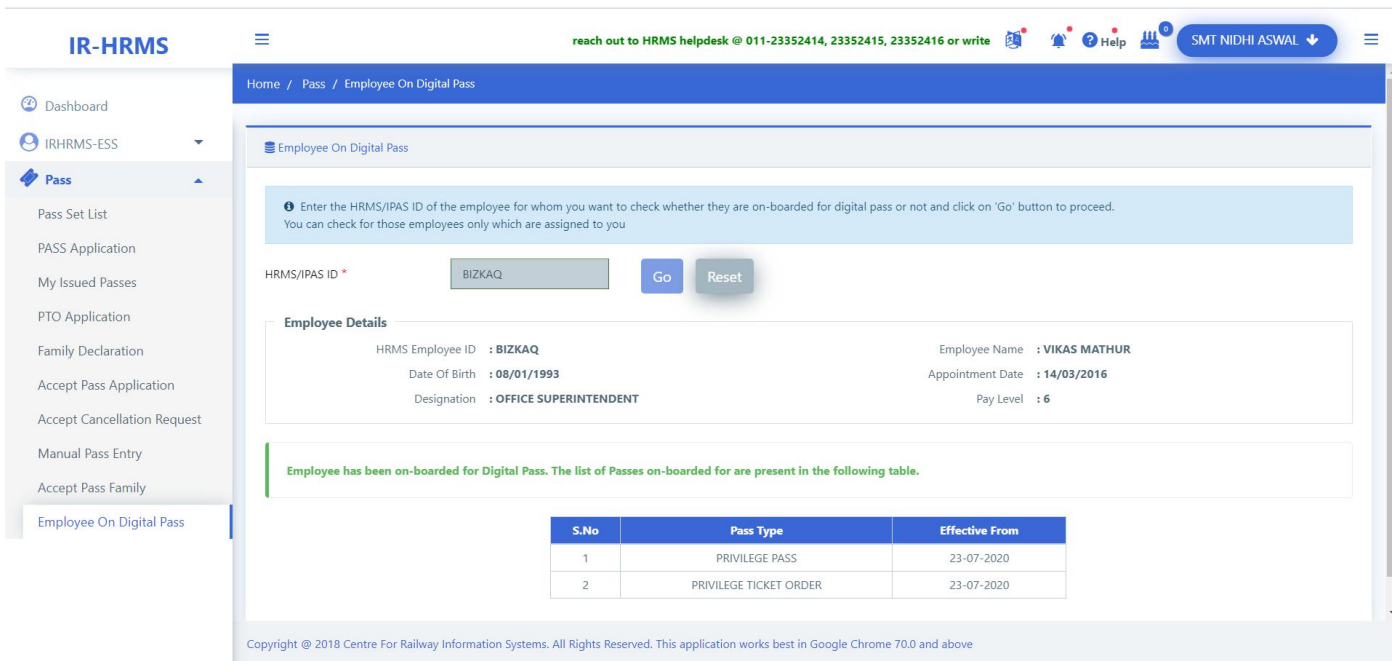
1. Login To HRMS application
2. Go to **Pass > Employee on Digital Pass** menu



- 3.
4. Enter HRMS ID of the employee and click on 'Go' button.

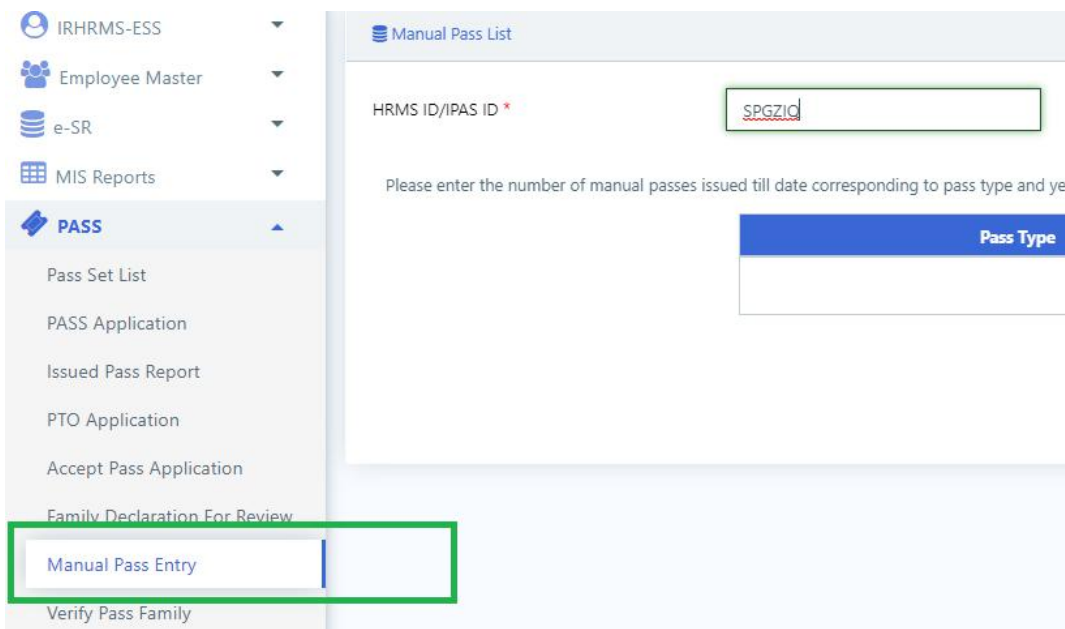


5. Employee's Basic detail and date on which employee come on digital pass system.

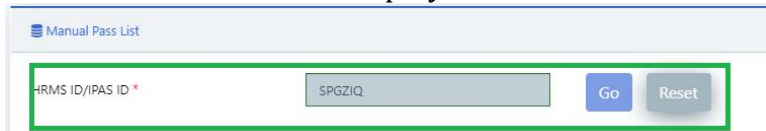


Manual Pass Entry

1. Login To HRMS application
2. Go to **Pass > Manual Pass Entry** menu



3. Enter HRMS ID of the employee and click on '**Go**' button.



4. Enter the count of Full Set & Half Set Passes for the employee. If passes were surrendered for LTC, the check the checkbox against that year. Enter the count of passes deducted as penalty(if any) and click on '**Submit**' button.

Entitled Passes		
PP	Full Set: 3	Half Set: 6
PTO	Full Set: 4	Half Set: 8

Pass Type	Pass Year	Availed Pass		Pass surrendered for LTC	Count of Pass deducted as penalty	
		Full Set *	Half Set *		Full Set	Half Set
PRIVILEGE PASS	2019	0	0	<input type="checkbox"/>	0	0
PRIVILEGE PASS	2020	0	0	<input type="checkbox"/>	0	0
PASS TICKET ORDER	2019	0	0		0	0
PASS TICKET ORDER	2020	0	0		0	0

Submit

5. On submitting, a **SMS** is sent to employee about its manual data entered in the system.

Acceptance of Family Declaration

1. Click on **Pass > Accept Pass Family** menu
2. Enter HRMS ID of the employee and Click on '**Go**' button. Details of family members declared by employee will be shown.

Enter HRMS ID of the employee to review their family Declaration and press 'Go' button

HRMS ID/IPAS ID *

Family Member 1 Family Member 2

HRMS Employee ID

Member Name *

Aadhaar Number

Relation *

Member DOB

Family Member Age

Handicapped Percent

Handicapped Certificate No file chosen

Handicap Certificate Effect To

Member Dependent Doc No file chosen

Document Id No file chosen

Family Member Sr No

Gender *

Member Photo No file chosen

Relation Proof Doc No file chosen

Family Member DOB Doc No file chosen

Handicap Flag

Handicap Category

Handicap Certificate Effect From

Member Dependent(?)

Member Bonafide Doc No file chosen

Service Record Page Number

Remarks *

3. Click on **Accept** to review all family members of the employee.
4. Enter your remarks and click on '**Accept**' button if declaration is correct, click on '**Return**' if there is some discrepancy.

Accept Pass Application

1. Click on **Pass > Accept Pass Application** menu. List of Pass applications & Split Pass Applications will be shown to the clerk. Under Pass Applications click on pass application number to review it.

PASS APPLICATIONS

Pass Applications present in the following list are available for acceptance . Kindly click on a Pass Application Number 1

Show entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Outward)
10122	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	JP	CDG

Showing 1 to 1 of 1 entries

2. Review the application for journey & family details. Enter your remarks & click on '**Accept**' if pass can be forwarded to issuing authority. If there is discrepancy, click on **Reject** and the application will be rejected.

Inward Journey Details

Station From * MAS CHENNAI CENTRAL (MAS) Station To * JU JODHPUR JUNCTION (JU)

Break journey Stations MAS_SC

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	ASHOK KUMAR NIMESH	SELF	16/04/1960	59	M	FAMILY	<input checked="" type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input checked="" type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input checked="" type="checkbox"/>

Attendent Traveling Companion Traveling Split Pass

Remarks *

3. To check for available passes of employee, click on '**Check entitled Pass sets**'

Accept Pass Application

Check entitled Pass sets Check Berth/Seat Entitlement

Accept Pass Application for : OM PRAKASH SHARMA

Application no. 10095 Year of Pass 2019

Pass Type * PRIVILEGE PASS Full/Half Set * HALF SET

List of available and entitled pass sets of employee will be shown

PASS SET ENTITLEMENT

Entitled PRIVILEGE PASS for OM PRAKASH SHARMA

Pass Type	Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
		Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
PRIVILEGE PASS	2019	6	12	3	3	1	2
PRIVILEGE PASS	2020	6	12	1	1	1	3
PRIVILEGE PASS	2021	0	0	0	0	0	0

HRMS Employee ID YYKNTI Employee Name OM PRAKASH SHARMA

Accept Split Pass Application

1. Click on **Pass > Accept Pass Application** menu. List of pass applications & Split Pass Applications will be shown to the clerk. Under '**Split Pass Application**' click on unique pass number to review it.

The screenshot shows the HRMS application interface. On the left, a navigation menu is visible with 'Accept Pass Application' highlighted in a green box. The main content area is titled 'PASS APPLICATIONS' and contains a sub-section for 'SPLIT PASS APPLICATIONS'. Below this, there is a message: 'Split Pass Applications present in the following list are available for acceptance. Kindly click on an Unique Pass Number to...'. A 'Show 25 entries' dropdown is present. A table lists the applications:

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Outward)
10145	10124	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL		

2. Split pass application details along with original pass application will be shown

The screenshot shows the 'Split Pass application Details' form. It contains the following information:

- Unique Pass number: 10191
- Date of Split Application: 20/05/2020
- From Station: LUCKNOW (LKO)
- To Station: PATNA JUNCTION (PNBE)
- Approval Document: [View](#)
- Remarks: Emp (YYKNTI): I am unable to travel with my family. kindly issue split pass. Approval is attached with the request.

Below the details, there is a 'Remarks *' field with a text area for 'Remarks for Pass Application' and two buttons: 'Accept' (blue) and 'Reject' (red).

3. Enter your remarks and click on '**Accept**' icon to forward it to Issuing Authority, or on '**Reject**' button to reject the application

Accept Pass Cancellation Request


1. Login to HRMS application
2. Go to **Pass > Accept Cancellation Request** menu.
3. List of Pass cancellation Requests will be shown. Click on UPN to show details of the cancellation request

The screenshot shows the HRMS application interface. On the left, a navigation menu is visible with 'Accept Cancellation Request' highlighted in a green box. The main content area is titled 'Accept Pass Cancellation Request' and contains a message: 'Pass Cancellation requests present in the following list are pending for your action. Kindly...'. A 'Show 25 entries' dropdown is present. A table lists the requests:

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNIC (SPA/P)
10142	10121	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL

4. Enter your remarks and click on '**Accept**' button to forward request to Pass Issuing Authority

Pass Request Cancellation Details

Unique Pass number	10191	Date of Request	20/05/2020
Approval Document	 View		
Remarks	Emp (YKNTI): Please cancel this pass		

Remarks *

Remarks for Pass Application

Accept

- **For Issuing Authority**

Issue Pass

1. Click on **Pass > Issue Pass** menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Pass Applications click on '**pass application number**' to issue Pass.

PASS APPLICATIONS

Pass Applications present in the following list are available for Issuing Pass . Kindly click on a Pass Application Number

Show 25 entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Inward)
10123	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	NDLS	B...

Showing 1 to 1 of 1 entries

3. Application will open showing all the details. Click on '**Issue Pass**' button to issue pass.

inwala Journey Details

Station From * MAS CHENNAI CENTRAL (MAS) Station To * JU JODHPUR JUNCTION (JU)

Break journey Stations MAS,SC

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	ASHOK KUMAR NIMESH	SELF	16/04/1960	59	M	FAMILY	<input checked="" type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input checked="" type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input checked="" type="checkbox"/>

Attendent Traveling Companion Traveling Split Pass

Issue Pass

4. Once successfully issued, a **SMS** will be sent to the employee with the Pass details.

Issue Split Pass

1. Click on **Pass > Issue Pass** menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Split Pass Applications click on '**Unique Pass number**' to issue Split Pass.

PASS APPLICATIONS

SPLIT PASS APPLICATIONS

Split Pass Applications present in the following list are available for Issuing Pass . Kindly click on

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
10145	10124	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL

3. Split pass application details along with original pass application will be shown. Tick the **check box** for declaration and then click on **'Issue Pass'** button to issue Split Pass

Split Pass application Details

Unique Pass number: 10191 Date of Split Application: 20/05/2020

From Station: LUCKNOW (LKO) To Station: PATNA JUNCTION (PNBE)

Approval Document: [View](#)

Remarks: Emp (YKNTI): I am unable to travel with my family, kindly issue split pass. Approval is attached with the request.
PC (DOOHYS): Approved. Pass can be issued.

Remarks *

Remarks for Split Pass Application

Please tick the checkbox below before issuing pass. Don't check the box in case rejecting the split pass application

I am satisfied with the uploaded evidence that employee is unable to accompany his family/dependant relatives and has submitted proof of the same along with approval of competent authority.

[Issue Pass](#) [Reject](#)

Once successfully issued, a **SMS** will be sent to the employee with the issued Split Pass details.

Pass Cancellation Request

1. Login to HRMS application
2. Go to **Pass > Cancellation Request** menu.
3. List of requests for Pass Cancellation will be shown. Click on **'unique Pass number'** to show details of the request.

PASS Application

My Issued Passes

PTO Application

Issue Pass

Assign Pass Clerk

Assign Employees

Cancellation Request

Settlement

Pass Cancellation Request

Pass Cancellation requests present in the following list are pending for your action. Kindly click on an Unique F

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)
10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNICIAN (SPA/P)	CAPE

4. Check the **checkbox** for declaration (if canceling pass, not required if rejecting the request). Enter your remarks and click on **'Cancel Pass'** to cancel the Pass or on **'Reject'** to reject the cancellation request

Pass Request Cancellation Details

Unique Pass number: 10191 Date of Request: 20/05/2020

Approval Document: [View](#)

Remarks: Emp (YKNTI): Please cancel this pass
PC (DOOHYS): Forwarding to PIA for further action

Remarks *

Remarks for Pass Application

Please tick the checkbox below before cancelling the pass. Don't check the box in case rejecting the pass cancellation application

I am satisfied with the provided evidence given by employee regarding very special circumstances necessitating cancellation of this pass and employee has provided approval of competent authority for the same.

[Cancel Pass](#) [Reject](#)

Pass Module- User Manual for Unit Admin and Pass Admin

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Unit Admin

A. Pass Admin user creation

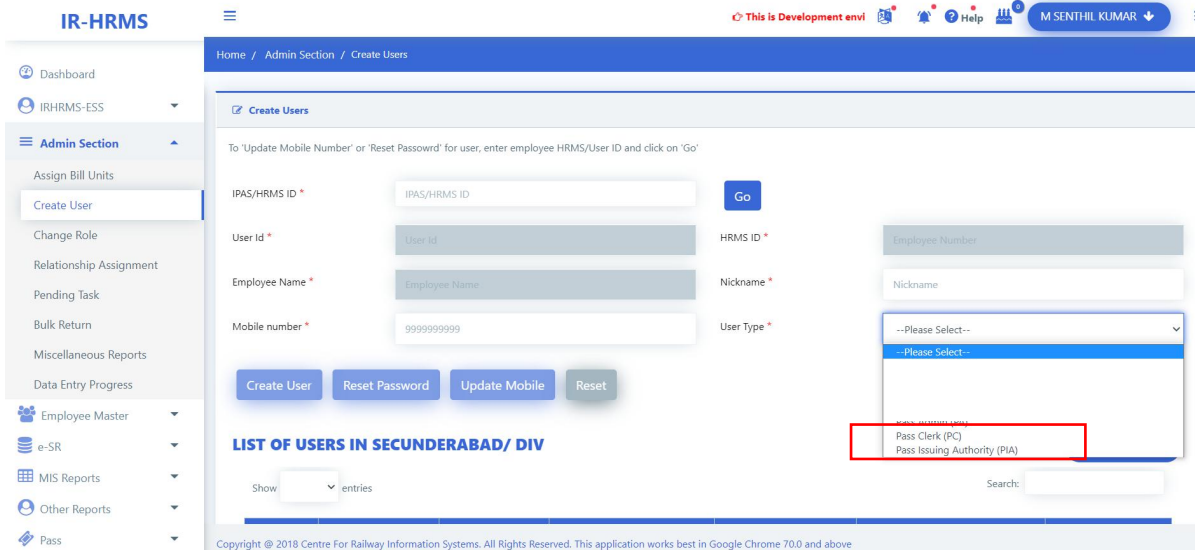
1. Login To HRMS application with Unit Admin's ID
2. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
3. Enter the *IPAS ID/ HRMS ID* of the user and click on 'Go' button
4. Enter the mobile number of the employee and select user type as 'Pass Admin' from the drop-down and click on 'Create User'.
5. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
6. Add role of 'Pass Admin' to user.

The screenshot shows the 'Create Users' interface in the IR-HRMS system. The form is titled 'Create Users' and contains several input fields: 'IPAS/HRMS ID *', 'User id *', 'Employee Name *', 'Mobile number *', 'HRMS ID *', 'Employee Number', 'Nickname *', and 'User Type *'. The 'User Type *' dropdown menu is open, displaying a list of roles: 'Dealing Clerk (DC)', 'Verification Authority (VA)', 'Acceptance Authority (AA)', 'Employee (E)', 'Pass Admin (PA)', 'Pass Clerk (PC)', and 'Pass Issuing Authority (PIA)'. The 'Pass Admin (PA)' option is highlighted with a red box. Below the form, there is a section titled 'LIST OF USERS IN SECUNDERABAD/ DIV' with a search bar and a 'Show' dropdown menu. The footer of the page contains the copyright information: 'Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above'.

Pass Admin

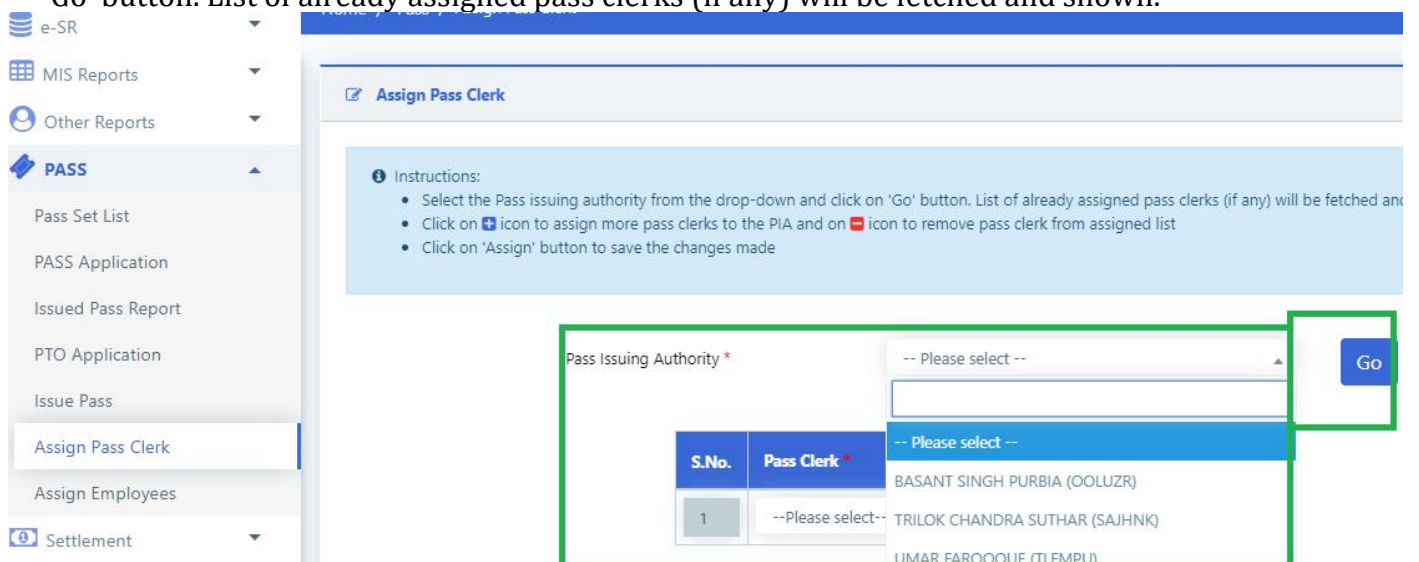
B. Pass clerk & Pass Issuing Authority creation

7. Login To HRMS application with Pass Admin's ID
8. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
9. Enter the *IPAS ID/ HRMS ID* of the user and click on 'Go' button
10. Enter the mobile number of the employee and select user type as 'Pass Clerk'/'PIA' from the drop-down and click on 'Create User'.
11. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
12. Add role of 'Pass Clerk'/'PIA' to user.

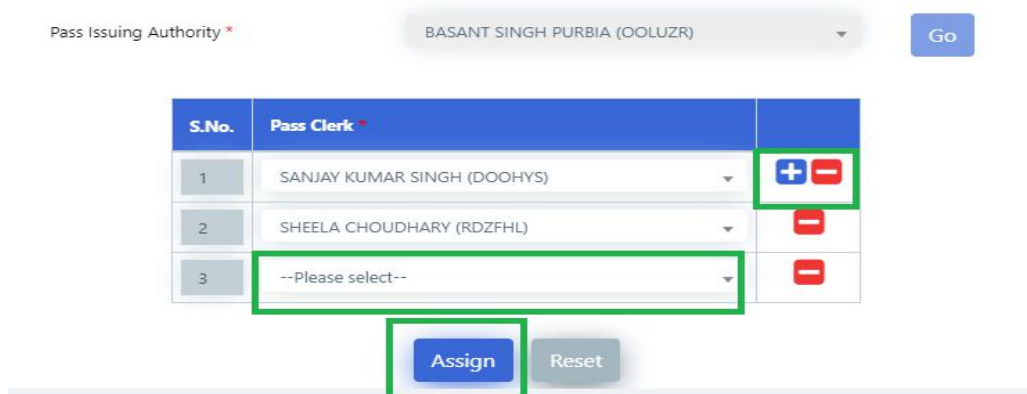


C. Pass clerk Assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass > Assign Pass clerk*
3. Select Pass issuing Authority from the list to which pass clerks needs to be assigned and click on 'Go' button. List of already assigned pass clerks (if any) will be fetched and shown.



4. Select the pass clerk to be assigned from the drop down list. If more than one Pass clerk needs to be assigned, click on '+' icon to add more Pass clerks. To remove any incorrect assignment click on '-' icon to remove pass clerk



5. Click on 'Assign' button to save the changes made.

D. Employee assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass > Assign Employees*
3. Select Pass issuing Authority from the list to whom Employees needs to be assigned and click on 'Go' button.

PASS

- Pass Set List
- PASS Application
- Issued Pass Report
- PTO Application
- Issue Pass
- Assign Pass Clerk**
- Assign Employees**

Assign Employees

Select the Pass Issuing Authority.

Pass Issuing Authority*

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

4. For bulk assignment, select the billunit, department & designation combination. The count of to be assigned employees and those employees which are already assigned to some PIA will be shown. Add more rows by clicking on '+' and remove rows by clicking on '-' icon

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit : **1678** Total Employees in range for BASANT SINGH PURBIA (OOLUZR) : **24**

Sr. No.	Bill Unit	Department	Designation	To be assigned	Already Assigned to some PIA	
1	3307002	ALL	ALL	5	2 (Click on Count to un-assign)	<input type="button" value="-"/>
2	3307427	MECHANICAL	ALL	19	0 (Click on Count to un-assign)	<input type="button" value="-"/>

Assign Employees

5. Click on 'Assign Employees' button to assign selected employees to the PIA.
6. For Assignment based on employee ID, click on the icon shown in below image

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment Bulk

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

7. Enter the HRMS ID/IPAS Employee ID of the employee and press 'Tab' key

Click to Toggle between Bulk Assignment and One to One assignment

1 to 1

Enter IPAS ID of employee which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If selected employees are already assigned to some other Pass Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit : 1678

Total Employees in range for BASANT SINGH PURBIA (OOLUZR) : 2

Sr. No.	IPAS Employee ID	HRMS ID	Employee Name	Department	Designation	Assigned to PIA	
1	DOOHYS	DOOHYS	SANJAY KUMAR SINGH	PERSONNEL	OFFICE SUPERINTENDENT		 
2	YYKNTI	YYKNTI	OM PRAKASH SHARMA	MECHANICAL	Sr. SEC. ENGINEER(WORKSHOP-CIVIL)	BASANT SINGH PURBIA (OOLUZR)	

Assign Employees Un-Assign Employees

- 8. Add more rows by clicking on '+' and remove rows by clicking on '-' icon.
- 9. Click on 'Assign Employees' button to assign the employees to the selected PIA and 'Unassign Employees' button to unassign employees from the PIA(if any assigned to them).

Note: If employee who is being assigned to a PIA is already assigned to some other PIA, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current PIA and then assign to new PIA.

- 10. To see the list of all employees assigned to PIA, click on 'Load List' button. List of all assigned employees will be fetched.

Assign Employees

Total users assigned to BASANT SINGH PURBIA (OOLUZR) : 184

List of users assigned to Pass Issuing Authority: BASANT SINGH PURBIA (OOLUZR)

Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit
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- 11. To unassign all employees from PIA, click on 'Unassign All'. All the employees will be removed from selected PIA.

Total users assigned to BASANT SINGH PURBIA (OOLUZR) : 184

List of users assigned to Pass Issuing Authority: BASANT SINGH PURBIA (OOLUZR)

Click to un-assign all assigned employees of PIA

Search:

Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit
3307624	53300064415	DBRAUM	ABDUL KAREEM	MECHANICAL	Sr.TECH.(GEN.MECH)	JODHPUR WORKSHOP/ WSH
3307624	53307641886	EWPTTQ	ABDUL SATTAR	MECHANICAL	TECH.(GEN.MECH)-I	JODHPUR WORKSHOP/ WSH
3307624	53307651570	IDMPYK	ABHINESH CHANDRA MATHUR	MECHANICAL	SR.TECH(MECH)	JODHPUR WORKSHOP/ WSH
3307624	53307650383	IMV DNV	ADESH OJHA	MECHANICAL	OFFICE	JODHPUR WORKSHOP/