



# HRMS e-PASS BOOKING

**A USER MANUAL**

*SIMPLIFIED BY*

**Southern Railway Commercial**

**PASSENGER MARKETING**

# EMPLOYEE PROCEDURE FOR APPLYING E-PASS/E-PTO

1. Open any web browser , for example, CHROME.
2. Type <https://hrms.indianrail.gov.in/HRMS> in URL text box.
3. Log in page shall be opened.
4. Enter User name and password, got from the HRMS mobile app.
5. OTP FOR LOGIN shall be received on the registered mobile number.
6. Enter OTP .
7. HRMS Home page shall be opened with menu on the left side .

# EMPLOYEE REGISTRATION ON HRMS MOBILE APP

- Download HRMS application (HRMS Employee Mobile App for Indian Railways) from Google Play/ Apple Store.
- Click on 'register now'
- Enter IPAS employee number. Press 'proceed'
- Employee's HRMS ID with other details will be displayed.
- An OTP is sent to the registered mobile number.
- Enter OTP.
- HRMS ID and password (OTP) will be shown.


# STEPS FOR AVAILING e-PASS

**STEP 1 :** Employee has to login to HRMS web-site (url:<https://hrms.indianrail.gov.in/HRMS>) for e-pass/e-pto application. Login page will be as shown below:



## Login

Login to your Account



[Forgot Password?](#)

ment environment for IR-HRMS

Welcome to HRMS Application  
for Indian Railways

Version: 1.3.6.17

Languages : English हिन्दी

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## STEPS FOR AVAILING e-PASS

**STEP : 2** After entering user-id & password, employee has to click on “login” icon. Then system will ask the user for OTP verification. After entering the OTP received by the employee on the registered mobile no., employee has to click “verify OTP” icon.



**MANOJ KUMAR**  
LOCKED

Enter your OTP to Unlock

Your last login OTP was sent on :

Mobile No : 12\*\*\*\*\*9

- Dated : 19-08-2020 15:44:05
- Valid upto : 25-08-2020 23:59:59

Verify OTP

HRMS

Welcome to HRMS Application

for Indian Railways

Version: 1.3.6.17

Languages : English हिन्दी

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# STEPS FOR AVAILING e -PASS

- **STEP 3:** After successful OTP verification, HRMS Home Page/Dashboard will appear. Employee has to click on “pass” drop-down button and has to select “pass set list” option.
- **STEP 4:** The employee has to select privilege pass or PTO from the drop down menu and click go.
- **STEP 5:** The available set of pass/ PTO details year- wise, full-set or half -set for the employee will be displayed.

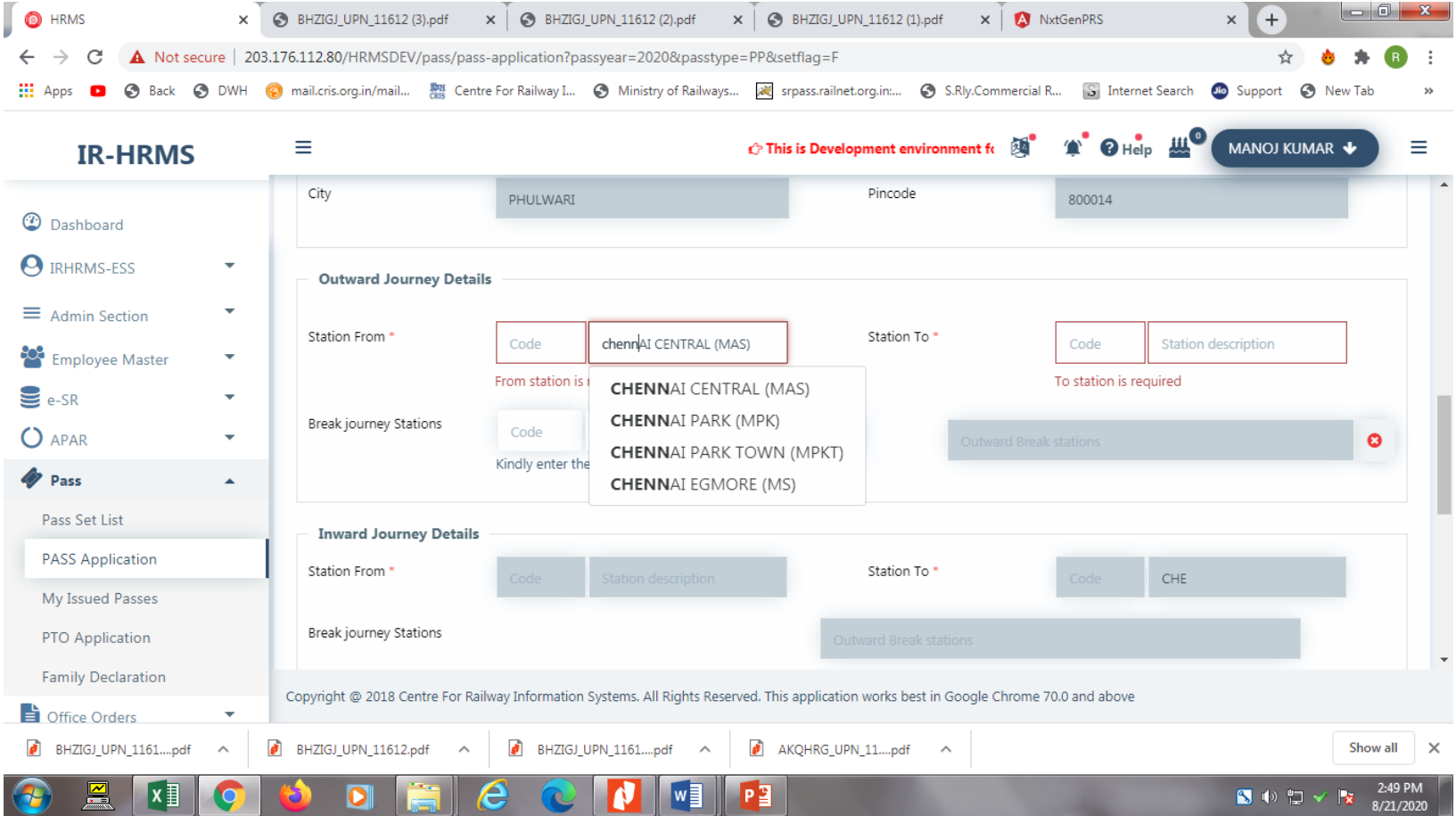
# STEPS FOR AVAILING e -PASS

**STEP 6:** For a return journey pass for the year 2020 pass-set, click on the cell where NUMBER of available pass sets for the corresponding year is figured. From the 'pass set list ' the system moves to the pass application tab showing the availed pass list. Click 'new application' for availing new pass.

**STEP 7 :** The details of the employee appears on the screen. Scroll down. Enter From & To stations for which pass is required. (Enter station code or first few letters of the station name and select from the drop down list.)

# STEPS FOR AVAILING e -PASS

## STEP 7 SCREEN





# STEPS FOR AVAILING e –PASS

**STEP 8 :** Employee has to choose break journey option in the same manner explained above for from & to stations. After choosing each break journey point, employee has to click on “add” icon.

The screenshot displays the IR-HRMS web application interface. The browser address bar shows the URL: `203.176.112.80/HRMSDEV/pass/pass-application?passyear=2020&passtype=PP&setflag=F`. The application header includes the logo 'IR-HRMS', a navigation menu, and the user name 'MANOJ KUMAR'. A red warning message states: 'This is Development environment for IR-HRMS'. The main content area is divided into several sections:

- Station From:** MAS, CHENNAI CENTRAL (MAS)
- Station To:** MAQ, MANGALORE CENTRAL (MAI)
- Break journey Stations:** A table with columns 'Code' and 'Station description'. An 'Add' button is highlighted. Below the table, it says 'Kindly enter the stations in order of travel'. A list of stations 'SA,ED,PGT,CLT' is shown with a red 'x' icon.
- Inward Journey Details:**
  - Station From:** MAQ, MANGALORE CENTRAL (MAI)
  - Station To:** MAS, CHENNAI CENTRAL (MAS)
  - Break journey Stations:** CLT,PGT,ED,SA
- Dependents & Family Members:** A section with instructions: '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.'

The footer contains the copyright notice: 'Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above'. The taskbar at the bottom shows various application icons and the system clock indicating 2:52 PM on 8/21/2020.

# STEPS FOR AVAILING e –PASS

**STEP 9:** The employee can choose the family members to be included in the pass and click submit or save as draft .

**STEP 10:** Click “ yes” to confirm submission of the pass application. End of the process of pass application.

The screenshot displays the IR-HRMS web application interface. A confirmation dialog box is overlaid on the page, asking: "Are you sure you want to submit the Pass application? You will not be able to make changes after submission." The dialog has "No" and "Yes" buttons.

The background page shows a "PASS Application" form. It includes a table for selecting family members to be included in the pass. The table has columns for S.No, Name, Relationship, Date of Birth, Age, Gender, and Family Type. The "Members to be included in Pass" column has checkboxes.

S.No	Name	Relationship	Date of Birth	Age	Gender	Family Type	Members to be included in Pass
1	MANOJ KUMAR						<input checked="" type="checkbox"/>
2	KABITA KUMARI	WIFE	01/03/1982	38	F	FAMILY	<input checked="" type="checkbox"/>
3	DIVYANSHU	SON	16/10/2003	16	M	FAMILY	<input checked="" type="checkbox"/>
4	SHREYA	DAUGHTER	06/05/1999	21	F	FAMILY	<input type="checkbox"/>
5	SOUMYA	DAUGHTER	20/08/2002	18	F	FAMILY	<input type="checkbox"/>

Below the table, there is a section "Check the applicable boxes below:" with a checked box for "Attendant Traveling". At the bottom of the form are "Submit" and "Save as Draft" buttons.

The footer of the application states: "Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above".

# ISSUE OF PASS BY ISSUING AUTHORITY

- The application from the employee moves to pass issuing clerk for scrutiny.
- After scrutiny , the pass issuing clerk forwards the application to the issuing authority with necessary remarks.
- If the necessary rules are fulfilled , the issuing authority may sanction the pass
- A SMS text message is sent to the registered mobile number regarding the issue of pass.
- The employee can download the pass and take print of the pass if desired.

# SPECIMEN OF E-PASS ISSUED



## e-Pass ( MINISTRY OF RAILWAYS )

UPN: 11120

Issue Date: 27-07-2020

PNR Train no From To Departure Date Arrival Date

Pass Type : PRIVILEGE PASS

Pass Year : 2019

Set : FULL SET

### SOUTHERN RAILWAY

This pass allows traveling with 140 kg of luggage free for each adult and half of that quantity for each child and one attendant in Second Class with 50 kgs luggage

Department: PERSONNEL

Designation: SUPERINTENDENT  
TYPIST

Unit: SOUTHERN RAILWAY

Issued to: S.KALYANI/59

From: KANNIYAKUMARI

To: JAMMU TAWI

Permission to Outward Break Journey at: MDU, MS, MAS, NDLS

Return Journey :

From: JAMMU TAWI

To: KANNIYAKUMARI

Permission to Return Break Journey at: NDLS, MAS, MS, MDU

Journey Valid Upto: 31-08-2020

Attendant Pass No: 11121

Issuing Station: null

Division: SOUTHERN RAILWAY

Issuing Authority:

Name: G.RAVIKUMAR

HRMS ID: WJHJAL

Designation: null

Pass Issuing Date: 27-07-2020

## Members on Pass

No image present

SKALYANI



## 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-V	AEM	AEM	AEM	AEM	NE	1	2	AEM	AEM	NE	2

### 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.

### Note:

- This e-Pass is non transferable
- Ticket can be booked based on the berth entitlement shown above only.
- An OTP needs to be generated everytime before a ticket can be booked against this pass. To generate the OTP, login to HRMS application, go to 'My Issued Pass' and click on 'Generate OTP' against the pass.
- OTP shall be valid for certain duration only which will be mentioned in the OTP SMS. Ticket should be booked within that duration only.
- Pass number and OTP 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 of passenger's name. So make sure to enter exact first 16 characters of passenger's name as mentioned in pass.
- Similarly exact age and gender (as mentioned on the pass) of the passenger should be entered at the time of ticket booking.

# GUIDELINES FOR EMPLOYEE FOR BOOKING TICKETS

- The employee can download the pass in the registered mobile number and produce the downloaded copy on the phone or the printout for booking tickets
- An OTP has to be generated by the employee before booking tickets. This can be generated from the HRMS app in 'my issued passes' tab and OTP will be sent to the registered mobile number
- This OTP is valid for 10 mins only, so it should be generated keeping in mind the queue length of the counter / time required between generating OTP and booking ticket.
- The OTP can be generated any number of times.
- Once pass details are entered by the clerk, an SMS for validation of the pass is sent to the reg. mobile. Thereafter on ticket getting booked, the regular PRS SMS will also reach the reg. mobile no.
- There are provisions to avail split pass and cancellation of pass in the HRMS app against the pass already generated.
- **The employee can travel only after booking ticket either in PRS or UTS , MERE POSSESSION OF e-PASS IS NOT A VALID TRAVEL AUTHORITY.**

# STEPS FOR AVAILING e-PASS

**STEP 11 :** The OTP can be generated from the 'my issued passes' tab and otp will be sent to the registered mobile number

**STEP 12 :** OTP is sent to the registered mobile number of the employee

The screenshot displays the IR-HRMS web application interface. The browser address bar shows the URL: `203.176.112.80/HRMSDEV/pass/my-issued-passes#`. The application header includes the logo 'IR-HRMS', the user name 'MANOJ KUMAR', and navigation icons. The left sidebar contains a menu with options like 'Dashboard', 'IRHRMS-ESS', 'Admin Section', 'Employee Master', 'e-SR', 'APAR', 'Pass', 'Pass Set List', 'PASS Application', 'My Issued Passes', 'PTO Application', 'Family Declaration', 'Office Orders', and 'Loan & Advances'. The main content area shows a table of issued passes with columns: Unique Pass No, Pass Year, Pass Type, Application, Issue Date, Expiry, From, To, Main, Attendant, Resend Pass SMS, Send OTP SMS, Last OTP Generated At, Apply for Split Pass, and Cancel Pass. A modal dialog box is overlaid on the table, displaying a green checkmark icon, the text 'SUCCESS!', and the message: 'SMS with OTP for ticket booking against UPN: 11648, has been successfully sent to your registered mobile number.' Below the message is an 'OK' button. The footer of the application contains the copyright notice: 'Copyright © 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above'.

Unique Pass No	Pass Year	Pass Type	Application	Issue Date	Expiry	From	To	Main	Attendant	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
11648	2020	PRIVILEGE PAS							11649	Send	Generate OTP	21/08/2020 15:02:39	Apply	Cancel
11628	2021	PRIVILEGE TICKET ORDER							11629	Send	Generate OTP	21/08/2020 12:31:06	Apply	Cancel
11626	2021	PRIVILEGE TICKET ORDER							11627	Send	Generate OTP	21/08/2020 12:31:06	Apply	Cancel
11624	2020	PRIVILEGE TICKET ORDER							11625	Send	Generate OTP	21/08/2020 12:31:06	Apply	Cancel
11622	2020	PRIVILEGE TICKET ORDER							11623	Send	Generate OTP	21/08/2020 12:31:06	Apply	Cancel
11620	2020	PRIVILEGE TICKET ORDER							11621	Send	Generate OTP	21/08/2020 12:31:06	Apply	Cancel
11618	2020	PRIVILEGE TICKET ORDER							11619	Send	Generate OTP	21/08/2020	Apply	Cancel



# PASS VALIDATION SMS AT THE TIME OF BOOKING

Received 1:21 PM

Pass No 11274 validated  
against Ticket Booking  
between SVDK and DLI for DOJ:  
01/08/2020. transaction Id is  
12858

# GUIDELINES FOR THE RESERVATION CLERK

- The reservation is to be done in form 2 .
- After filling the journey details ,**the name (16 characters),age and sex of the passengers should be filled EXACTLY as given in the pass, otherwise the booking is not possible.**
- The concession code for e-pass is “ **EPRPAS** “ and for e-pto is “ **EPTO**” to be entered in ‘ conc ’ column.
- The OTP generated and shown by the employee should be entered in the ‘ stn’ column and the unique pass number in the ‘ form / tkt no , column .
- The reservation clerk should verify the pass from the downloaded copy in the mobile or printed copy produced by the employee.
- The e-pass booking can be done along with any other e-pass or e-pto ,cash ticket or with other concessions also.

# SPECIMEN RESERVATION FORM - 2

(A) TELNET (10.160.0.24) - PowerTerm 525

File Edit Terminal Communication Options Script Help



## CONCESSION RESERVATION (FORM 2)

RTSATXN(Y/N): N      TRAIN NO.: 12601      TRAIN NAME: MANGALORE MAIL  
DATE: 15 - 10      JRNY FROM: MAS      OLD (Y/N):      CLASS: 2A  
QUOTA: GN      JOURNEY TO: MAQ      NUM PSGN: 3      CLUSTER CLS:  
ENROUTE PT:      VIA PT:      RESUPTO: MAQ      BOARDING PT: MAS  
TKT.STATUS: S      RESTR OVERRIDE:      VIPCODE: N      COACH CHOICE:  
CARD TYPE:      CARD NUMBER:      PAID RES CLS:

S. NO	PASSENGER NAME	SEX	AGE	CHOICE	CONC	STN	FORM/TKT-NO	CLS
1	MANOJ KUMAR	M	53	LB	EPRPAS	ASDF	11648	
2	KABITA KUMARI	F	38	LB	EPRPAS	ASDF	11648	
3	DIVYANSHU	M	16	UB	EPRPAS	ASDF	11648	
4								
5								
6								

ON TRAIN NO:      ON TRN DATE:      RETURN CLS:      ON FROM:      ON TO:  
ON MSG STN:      RESFEE (Y/N): N      SLPCHRG(Y/N): N      SUPCHRG (Y/N): N  
RET CONC VLD UPTO:      MOB NO:      CONTINUE (Y/N): Y

Wait-Processing your request

VT100 24:29 Caps Hold On Line

Type here to search



15:41 21-08-2020

After the OTP and pass number is accepted , the screen moves to fill voucher details form.

(A) TELNET (10.160.0.24) - PowerTerm 525

File Edit Terminal Communication Options Script Help

STOP [Icons]

FILL VOUCHER-DETAILS FORM							
NA TI ON	NAME OF PSGN	AGE	CONC CODE	ISS DT/DOB DD MM YYYY	VOUCHER NO.	BILL UNIT NO.	PASSPORT/TRAVELDOC IDCARD/AADHAR NO
IN	MANOJ KUMAR	53	EPRPAS		11648		
IN	KABITA KUMARI	38	EPRPAS		11648		
IN	DIVYANSHU	16	EPRPAS		11648		

CDA ACCOUNT NO [ ] IDENTITY CARD NO. [ ]

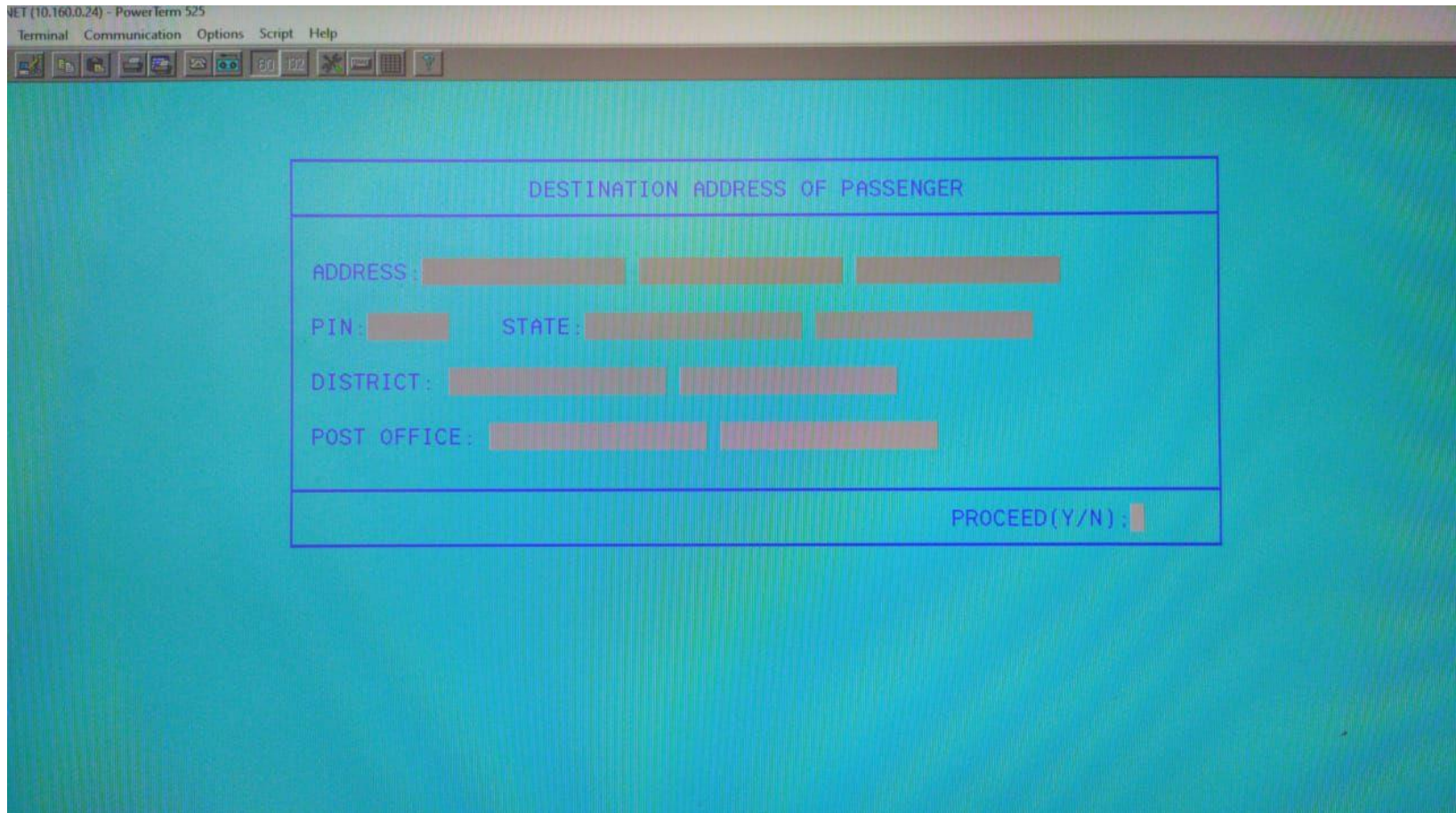
RULE AUTHORITY [ ] MOB NO: [ ] CONTINUE (Y/N): [ ]

ENTER DATE OF BIRTH IN (DOB) DD MM YYYY & ADHAR NUMBER IN ADHAR NO FIELD FOR SENIOR CITIZEN CONCESSION (IF ADHAR ID AVABL) USE TAB TO MOVE TO NEXT FIELD

VT100 8:3 Caps Hold On Line

Type here to search [Taskbar Icons] 15:42 21-08-2020

The destination address of the passenger is to be filled mandatorily. The reservation clerk has to ensure that complete and clear address given by the employee is typed in this form without any junk characters.



NET (10.160.0.24) - PowerTerm 525  
Terminal Communication Options Script Help

DESTINATION ADDRESS OF PASSENGER

ADDRESS: [REDACTED] [REDACTED] [REDACTED]

PIN: [REDACTED] STATE: [REDACTED] [REDACTED]

DISTRICT: [REDACTED] [REDACTED]

POST OFFICE: [REDACTED] [REDACTED]

PROCEED(Y/N): [REDACTED]

# Proceed for printing of tickets after verifying the details

(A) TELNET (10.160.0.24) - PowerTerm 525

File Edit Terminal Communication Options Script Help

STOP [Icons]

PNR NUMBER : 4723814743    TICKET NO: 2

PASSENGER	SEX	AGE	CONCESSION	LAP-1
01. MANOJ KUMAR	M	53	EPRPAS	A1 - 13 (LB)
02. KABITA KUMARI	F	38	EPRPAS	A1 - 15 (LB)
03. DIVYANSHU	M	16	EPRPAS	A1 - 14 (UB)

DISTANCE : 000889    JRVY FROM : MAS    DSTN : MAQ

LAP NO.	TRAIN NO.	BOARDING PT.	RESUPTO	DATE	CLASS
1.	12601	MAS	MAQ	15/10	2A

CASH to be COLLECTED : 0    VOUCHER FARE : 0    TOTAL FARE : 0

Proceed/ Flush/Restart (P/F/R) : █

VT100 | 24:35 | Caps | Hold | On Line

Type here to search [Taskbar Icons] 15:42 21-08-2020

# The ticket is printed successfully and regular PRS SMS is sent to the registered mobile number .

(A) TELNET (10.160.0.24) - PowerTerm 525

File Edit Terminal Communication Options Script Help

STOP [Icons]

PNR NUMBER : 4723814743    TICKET NO: 2

PASSENGER	SEX	AGE	CONCESSION	LAP-1
01. MANOJ KUMAR	M	53	EPRPAS	A1 - 13 (LB)
02. KABITA KUMARI	F	38	EPRPAS	A1 - 15 (LB)
03. DIVYANSHU	M	16	EPRPAS	A1 - 14 (UB)

DISTANCE : 000889    JRVY FROM : MAS    DSTN : MAQ

LAP NO.	TRAIN NO.	BOARDING PT.	RESUPTO	DATE	CLASS
1.	12601	MAS	MAQ	15/10	2A

CASH to be COLLECTED : 0    VOUCHER FARE : 0    TOTAL FARE : 0

Ticket Printed Successfully (Y/N/C):

VT100 | 24:37 | Caps | Hold | On Line

Type here to search [Taskbar Icons] 15:43 21-08-2020

# The pass is updated automatically with the booking and cancellations done on the pass

**e-Pass**  
( MINISTRY OF RAILWAYS )

UPN: 11648      Issue Date: 21-08-2020

Pass Type : **PRIVILEGE PASS**      Pass Year : 2020      Set : FULL SET

**EAST CENTRAL RAILWAY**

This pass allows traveling with 140 kg of luggage free for each adult and half of that quantity for each child and one attendant in Second Class with 50 kgs luggage

Department: **ADMIN/GENERAL**      Designation: **SENIOR LAW OFFICER**      Unit: **EAST CENTRAL RAILWAY**

Issued to: **MANOJ KUMAR/53, KABITA KUMARI/WIFE/38, DIVYANSHU/SON/16**

From: **CHENNAI CENTRAL**      To: **MANGALORE CENTRAL**

Permission to Outward Break Journey at: **SA, ED, PGT, CLT**

**Return Journey :**  
From: **MANGALORE CENTRAL**      To: **CHENNAI CENTRAL**  
Permission to Return Break Journey at: **CLT, PGT, ED, SA**

Journey Valid Upto: **20-01-2021**  
Attendant Pass No: **11649**

Issuing Station: **DDU**  
Division: **EAST CENTRAL RAILWAY**

Issuing Authority:  
Name: **ABHAY KUMAR**  
HRMS ID: **DXPQUU**  
Designation: **FA&CAO/WS**  
Pass Issuing Date: **21-08-2020**

PNR	Train no	From	To	Departure Date	Arrival Date
Legends: * -Cancelled tickets, # -Non-Issue, ^ -Attendant					



# GUIDELINES FOR EXCHANGING e-PASS /e-PTO IN UTS COUNTER

- The e-PASS or e- PTO can also be exchanged for unreserved tickets in UTS counters. e-PASS/ e- PTO is not a valid travel authority. It should be accompanied by the UTS or PRS ticket for travel.
- The employee should get an OTP generated for exchange of the e-PASS/e-PTO in UTS counter.
- The concession code for e-Pass is “ **EPPASS** ” and for the e-PTO is “**EPTORD** ” for generating UTS tickets.
- In UTS COUNTER, the booking clerk must feed e-Pass/e-PTO number and the 4 character OTP in the pop up form displayed after entering the code in the concession code column.
- UTS application will validate the journey details, pass number and OTP from HRMS and a SMS is sent to the registered mobile number.
- A zero value ticket is generated for e-pass and a ticket with 1/3 rd of base fare is generated for e-PTO as per the rules.
- **The downloaded copy or the print of the e-PASS/e-PTO must be accompanied with the UTS or PRS ticket , while traveling. .**
- **Travelling with unexchanged e-PASS/e-PTO will be treated as travelling without ticket .**
- The e-PASS/e-PTO can also be exchanged through **UTS MOBILE APP** with the OTP duly generated and the print of the ticket may be taken from ATVM kiosk.

# IMAGES OF UTS-ON-MOBILE e-PASS/e-PTO TICKET

## PAPER-LESS TICKET

The screenshot displays a mobile application interface for a railway ticket. At the top, the time is 12:26. The ticket is titled "HAPPY JOURNEY" and "EPPASS". The journey details are as follows:

- JOURNEY: 19/09/2020
- UTS No: XA01CRM000
- From: MGR CHENNAI CTL (Chennai Beach to Bangalore via)
- To: COIMBATORE JN. (Coimbatore Junction via)
- ADULT: 1 CHILD: 0
- CLASS: SECOND TRAIN TYPE: SUPERFAST
- IR: 33AAAGM0289CA19
- Distance: 497 km
- BOOKING TIME: 19/09/2020 11:41

At the bottom, there are buttons for "OPEN QR CODE" and "NEXT TRAINS TO COIMBATORE JN.". The footer reads "Centre For Railway Information Systems(CRIS)".

## PAPER-TICKET

The image shows two cancelled paper tickets for the same journey. Both tickets are marked "CANCELLED" in large blue letters. The details on the tickets are:

- JOURNEY: 27/08/2020
- UTS NO: XA15CQ0000 (top) and XA16CQ2000 (bottom)
- From: CHENNAI BEACH TO BANGALORE VIA
- To: COIMBATORE JN. VIA
- AD: 1 CH: 0
- IR: 33AAAGM0289CA19
- Distance: KM 365
- CLASS: SUPERFAST
- IR: 33AAAGM0289CA19
- Distance: 497 km
- BOOKING TIME: 27/08/2020 11:41 (top) and 01:52 (bottom)

The tickets are marked "CANCELLED" in large blue letters. The top ticket has a handwritten "1" in a circle next to the "CANCELLED" text. The bottom ticket has a handwritten "1" in a circle next to the "CANCELLED" text. The tickets are marked "CANCELLED" in large blue letters.

# IMAGE OF e-PASS WITH UPDATED ENTRIES OF BOOKING

UPN: 11826		Date of Issue: 17-09-2020	PNR			Train no	From	To	Departure Date	Arrival Date	Travel km
Pass Type : <b>PRIVILEGE PASS</b>			Pass Year : 2020	Set : <b>HALF SET</b>			UTSXA02CRM002	MAS	TEN	19-09-2020	--

Legends: \*Cancelled tickets, \*\*Over issues, \*\*\*Minimum ticket

**SOUTHERN RAILWAY**

Department: CIVIL ENGINEERING      Designation: SENIOR SECTION ENGINEER (WORKS)      Unit: SOUTHERN RAILWAY

Issued to: S.RAMESH/54, KESHAV RAM/SON/20, SUNITA S/WIFE/51, R SHRUTI /DAUGHTER/23, S RATAN/SON/14, S KRITIKA/DAUGHTER/7

From: CHENNAI CENTRAL      To: TIRUNELVELI JUNCTION

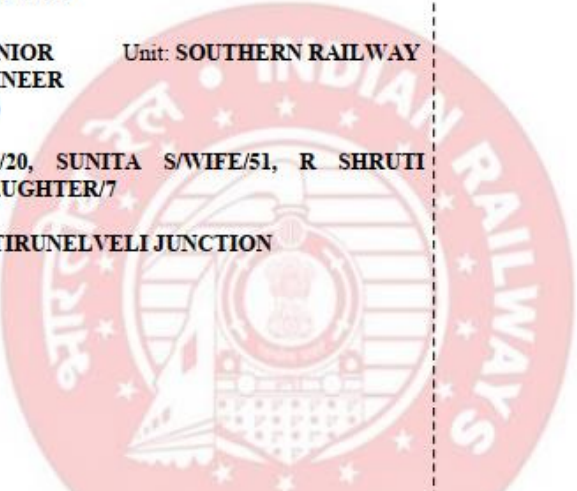

Permission to Break Outward Journey at: TPT

Return Journey: ----- N/A -----

Journey distance: 715 km  
Journey Valid Upto: 16-02-2021  
Attendant Pass No: 11827

Issuing Station: MAS  
Division: SOUTHERN RAILWAY

Issuing Authority:  
Name: G.RAVIKUMAR  
HRMS ID: WJHJAL  
Designation: CHIEF COMMERCIAL INSPECTOR /CHIEF COMMERCIAL SUPERVISOR(CCS)  
Pass Issuing Date: 17-09-2020



# GUIDELINES FOR TICKET CHECKING STAFF

- Only e-pass is not a valid travel authority. It should be accompanied by PRS or UTS ticket .
- The ticket checking staff can verify the ticket alongwith the downloaded copy or the print of the pass and the identity card of the employee .
- If the family member is not accompanied by the employee , then the identity card of the family member alongwith the ticket and the e-pass print can be verified.
- No employee should be allowed to travel only with the e-pass.

**THANK YOU**

**COMMERCIAL BRANCH**

**PASSENGER MARKETING**

**SOUTHERN RAILWAY**