

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

सिकंदराबाद मंडल SECUNDERABAD DIVISION तरिष्ठ मंडल कार्मिक अधिकारी कार्यालय Office of the Sr. Divisional Personnel Officer, चौथी मंजिल 4<sup>th</sup> floor, संचालन भवन Sanchalan Bhavan, सिकंदराबादSECUNDERABAD – 500 071

No. SCR/P-SC/761/E-PASS

Dt: 28-08-2020

All Branch Officers

Sub: Implementation of e-Privilege Pass/PTO Module of HRMS

Ref: 1. Railway Board Lr No PC-VII/2020/HRMS/6 dt 14/08/2020

2. Lr No SCR/P-SC/761/PASS dt 21-08-2020

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HRMS has been developed and implemented all across Indian Railways as a part of digitisation of entire details pertaining to employees and the same can be accessed through the following link: <a href="https://hrms.indianrail.gov.in/HRMS/">https://hrms.indianrail.gov.in/HRMS/</a>

All employees are advised to log into HRMS through HRMS mobile App (downloading the same from Google Play store by searching for **HRMS Employee Mobile App for Indian Railways** or from HRMS website and crosscheck their details entered into the system. In case of any discrepancy, the remarks can be submitted by the employee there and then in the system itself, instructions for which are attached with this letter under **Annexure - A**.

For obtaining their login credentials, employees have to download HRMS Mobile App and register themselves with it, instructions for which are attached with this letter under **Annexure–B2**. E-Privilege Pass/PTO module of HRMS has already been launched and operational all across Indian Railways w.e.f 24.08.2020, instructions for which were already circulated by this office vide letter under Ref 2.

The detailed user guidelines and SOP of this module provided by CRIS and circulated by Railway Board are enclosed herewith under **Annexure – B1 & C**. The same has also been uploaded on the website in the path: <u>www.scr.indianrailways.gov.in</u>  $\rightarrow$  about us  $\rightarrow$  Divisions  $\rightarrow$  Secunderabad  $\rightarrow$ Personnel  $\rightarrow$ Notifications and Results  $\rightarrow$ Instructions to Staff regarding E-PASS and can be accessed through the following link :

https://scr.indianrailways.gov.in/view\_section.jsp?lang=0&id=0,1,291,357,813,939

All Branch officers and Supervisors are advised to peruse the same and give wide publicity among their staff for operationalisation of HRMS and E-Privilege Pass/PTO module in their respective Departments.

AGhih

Abhilash Yedla Sr.DPO/SC

**Copy to:** PS to DRM/SC – for kind information of DRM

**Copy to:** ADRM(G)/SC , ADRM(I)/SC & ADRM(O)/SC – for information & n/a please **Copy to:** All Branch Officers, All supervisors, Depot Managers & Station Managers – For Nec action

Enclosures:

Annexure – A: Instructions to employees for submitting remarks in HRMS for details correction

Annexure – B2: Instructions for employees to download and register on HRMS Mobile App Annexure – B1 & C: Detailed Instructions for users of Pass Module of HRMS

#### Instructions for Employees for updating remarks in HRMS for their personal details correction

<u>Step – 1</u>: Log into HRMS through the link <u>https://hrms.indianrail.gov.in/HRMS/</u> and enter your HRMS id and Password ( To know your HRMS id and set your password, download HRMS Employee Mobile App for Indian Railways and register yourself on it. )



<u>Step – 2</u>: On correct entry of your Login credentials, OTP will be sent on your registered mobile number. You need to enter that OTP into the system for logging into the system



<u>Step – 3</u>: After Logging into the system, you can view your details by clicking on "**My e-SR**" sub head under **e-SR head** displayed on the left tab

R-HRMS	=			🗿 👑 Role-PIÁ/SCD 🌋 🛛 Help 👑 D.NARASIMHA
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P		: QQKOBX	IPAS Employee Id	<sup>24114</sup> Click on to submi
S. S. D.		: DEERAVATH NARASIMHA	Employee Name Hindi	
-SR		: 20-11-1982	Gender	remarks for any
e-sk	Father Name	: D. VENKATRAM	Spouse Name	INA discropancios
	Blood Group	:B+	Aadhaar Number	:47380 uiscrepancies
ta Entry Summary	Marital Status	: MARRIED	Nationality	: INDIA
•	Religion	: HINDU	Community	: ST
ve SR 🔹	Height in cms	: NA	Identification Mark 1	: A MOLE ON THE RIGHT HAND THUMB
	Identification Mark 2	: NA	Official Mobile Number	: 9701371609
	Permanent Address Line 1	: RALLAVAGU THANDA	Permanent Address Line 2	: KONDRAPOLE, DHAMARACHARLA,
	Permanent Pincode	: 508355		Remarks for Bio-da
	EMPLOYMENT DET	AILS		Status: Verifi SR Page No: 2
	Appointment Date	: 20-07-2006	Mode Of Appointment	: RRB
	Current Department	PERSONNEL	Current Designation	· 400

<u>Step – 4</u>: In case of any discrepancy, you have the option of submitting for remarks against that entry by clicking on "Remarks" tab present under the table

S.No Member Name Relation Member DOB Mem	Family
	<u> </u>
1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
3 DEGEGEOROOODOODOODOODOODOODOODOODOODOODOODOODO	

<u>Step – 5</u>: After remarks for the tabs have been entered, Employee can submit the same by clicking on **"Submit Feedback** for All Tabs" button at the bottom of the screen which will send the record for acceptance to the Dealing Clerk (DC).

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#### **Employee's Pass Functionality Guide**

- 1. Open any web browser (for example Chrome).
- 2. Type **https://hrms.indianrail.gov.in/HRMS** in URL text box.
- 3. Login page shall be opened.
- 4. Enter Username and Password. (For getting Username and Password, please download HRMS Mobile App).
- 5. OTP shall be received on user's registered mobile number.
- 6. Enter OTP.
- 7. Home page of HRMS application shall be opened with menus on left side.
- 8. Click on "*Pass*" menu. A drop down menu list shall open.
- 9. Click on *"Family Declaration"* Menu. A list of family member details (Accepted by AA personal Dept) shall be shown with option to select , some remarks and document (if required).
- 10. If family member details not shown, please contact Personal Dealing Clerk as family data may not be accepted by Accepting Authority.
- 11. User to select "*I agree to the Terms & Conditions above.*" and press "*submit*" button.
- 12. Click on "Pass Set List" menu.
- 13. If user's manual pass data is not yet entered in system", a message "Your manual Pass declaration is pending with Pass Clerk. Kindly contact your Pass Clerk to get it completed." shown.
- 14. If user's Pass Clerk has entered user's manual pass data then a SMS is received on user' registered mobile number. A manual pass data screen shall be opened. User need to check data .
- 15. User can accept/Return to clerk with remarks. "*Accept*" and "Return to Clerk" buttons and remarks text box are shown.

<u> Annexure – B2</u>

#### **Registration on HRMS Mobile App**

- 1. Download HRMS Application from Google Play/Apple Store.
- 2. Click on *"Register Now"*.
- 3. Enter IPAS employee number. Press "Proceed".
- 4. Employee's HRMS ID with other details shall be shown.
- 5. An OTP shall be sent to user's mobile number.
- 6. Enter OTP.
- 7. HRMS ID and Password shall be shown.



## e-Pass Implementation Process

- Unit Admin (Sr DPO in Division and Dy CPO/SPO in other units) has to assign roles of Pass Admin (Branch Officers).
- 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.
- 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.
- 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 then you will not	e number of manual passes issued till o : be able to apply for Pass online.	date corresponding	g to pass type and	l year. If this inform	ation is not updated,	
		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 enter your remar	passes entered by Pass clerk is correct ks and click on 'Return to Clerk' buttor	, kindly click on 'Co n to return it to the	onfirm' button. If Pass Clerk.	there is some discre	pancy in count kindly	

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.

lease se	elect the family members	for family declar	ration of Pass	earing cit	erk.		
5.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass
	SHARDA NIMESH	WIFE	01-07-1965	54	F	FAMILY	
	HIMANSHI NIMESH	DAUGHTER	11-08-1989	30	F	FAMILY	

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 L	ist					
Dashboard								
IRHRMS-ESS	•	Pass Set List						
Employee Master	*							
e-SR	•	Instructions:	af David Or all all and the		ale dae al a collabila Dec			
PASS		Select the type     Once Pass sets	are fetched success	ully, click on the count	under available Pass	s sets. sets to proceed with Pass	application	
Pass Set List								
PASS Application		Select Type Of Pass	PRIVILEGE I					
Issued Pass Report				Tel cul	M	1 Decree	Austickie (ove	huding Applied)
PTO Application		Deep Veen	Eull Cat	Link Cat	Eull Cat		Euli Cat	
		Pass Year	Full Set	Hair Set	Pull Set	Hair Set	Full Set	Hair Set
		2019	б	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	Applicatio	ns for the ye	ear:2020			
Show	25 🔻 ent	tries	CIICK U	ing icon to	eur existing P	ass application(s)	or millinew App	field.	Search:		
<b>Edit</b>	Delete 11	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 t	able		
howing (	) to 0 of 0 entri	ies								Prev	ious Next
<ul> <li>5) Status</li> <li>• D</li> <li>• S</li> <li>• A</li> <li>• R</li> <li>• I -</li> </ul>	Description : - Draft - Submitted fo - Pass applicat - Pass applicat Pass Issued	r Approval ion Approved by Pa ion Rejected by Pas	ass Clerk is Clerk								

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)	Applicatio	Application Number (Autogenerated)			Year of Pass	2	020			
Pass Type *	PRIVILEG	E PASS	٠		Full/Half Set *	F	FULL SET		Ŧ	
Employee Details										
HRMS Employee ID	SPGZIQ				Employee Nam	ne As	SHOK KUMA	AR NIMESH		
Father's Name	GULAB S	INGH NIMESH			Date of Appoir	ntment 19	19/03/1982			
Pay Level *	11 (677)	00-208700)	٠		Basic Pay *	9	96600			
Designation				On Deputation						
Railway Zone/PU/Offic	e CENTRA	L ORGANISATION I	FOR RAILWAY ELECTR		Railway Unit					
Present Address										
Address Line 1	B 201 A,	SECTOR B, SARSW	ATI NAGAR, BASNI, JC		Address Line 2					
State	RAJASTI	HAN	٣		District	Ju	ODHPUR		Ŧ	
City	JODHPU	R			Pincode	34	2005			
Inward Journey D	Kindly ente	er the stations in c	ons in order of travel			Outward Break stati			0	
Station From *	Code	Station de	scription		Station To *	0		Station description		
Break journey Stations	5			Outw						
Dependents & Fa Select the family me maximum 5 total me	mily Members mbers to be include mbers are allowed.	d in Pass. Please r	note that maximum two	o depender	its are allowed	in a single Pass. Also,	if Depende	ents are included in the Pass	then	
S.No Name		Relation	Date of Birth	Age	Gender	Relative Flag	Mei	mbers to be included in Pa	55	
1 ASHOK K	UMAR NIMESH	SELF	16/04/1960	59	М	FAMILY				
2 SHARDA	NIMESH	WIFE	01/07/1965	54	F	FAMILY				
3 HIMANS	HI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY				
heck the applicable bo	xes below: eling U	Ipgraded Pass		4						

6. According to Pay Level and pass usage "Upgraded Pass" option shall be displayed on screen.

Submit Save as Draft

- 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 f	or Pass for : OM PRAKASH	SHARMA	Check Berth/Seat Entitlement
Application no. (Autogenerated)	Application Number (Autogenerated)	Year of Pass	2020	
Pass Type *	PRIVILEGE PASS	Full/Half Set *	HALF SET	*

# Information of berth entitlement will be shown as shown below:

	Mail	/Express T	irain		R	ajdhani/Du	ronto Expre	ess Type Tra	ain	Shatabdi Express Type Train		
1-AC	I-AC 2-AC 3-AC SL 2S		1-AC	2-AC	3-AC	SL	2S	EC	20			
RE-III	AEM AEM AEM AEM				NE	1	2	AEM	AEM	NE	1	
•	RE-I - EX class and RE-II - C between RE-III - E RE-IV - (	tra berths I 2-AC clas I -AC Clas 1-AC Clas Berths for Dne berth 1-AC Clas erths for A	for other ss of resp perth for a ss and 2-/ AEM on p for self o ss and 2-/ AEM on p	eligible r ective trai any other AC Class c bayment o AC Class c ayment o	nembers ir n eligible me if respectiv of 1/3rd dif er eligible r if respectiv f full differe	ncluded in t ember inclu e train. ference of i nember inc e train. ence of fare	the Pass on Ided in the fare betwee cluded in th e between t	payment c Pass on pa en 1-AC Cla le Pass on p his Class ar	of 1/3rd diff yment of 1 liss and 2-A payment of nd the next	ference of fare be /3rd difference of C Class of respect 1/3rd difference lower Class of re	tween 1-AC f fare tive train. of fare spective	
•	RE-V - B train.											

## 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	5	Ξ												tộ Thi	s is Development en	vironment for IR-H	RMS 🦉	🇯 🕜 Hel		I SENTHIL KUM	iar 🔸	Ξ
② Dashboard		Home	/ Pass	/ My Is	ssued Passes																	
O IRHRMS-ESS	•	∎ M	ly Issued	d Passes																		
■ Admin Section	٠																					
曫 Employee Master	*	(	0 Click	here to s	show Instruc	tions/Help																
e-SR	•													_								
III MIS Reports	*	Sele	ct Pass 1	Туре			ALL					~		Go								
Other Reports	•																					
🛷 Pass	•		Show	25	✓ entries														Search:	_		
Pass Set List			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 Genera	ter t <sup>i L</sup> Apply	for Split Pass	ncel Pass	Cancelled	
PASS Application			10814	1	2020	PRIVILEGE PASS	FULL SET	10612	22/07/2020	21/12/2020	JAT	NDLS			E Send	E Generate OTP	22/07/2020 12:30	42 🖉 App	y	Cancel	N	1.1
My Issued Passes		6	10748	3	2020	PRIVILEGE PASS	FULL SET	10574	21/07/2020	20/12/2020	MFP	NDLS			🗖 Send	E Generate OTP	21/07/2020 13:14	21 🖉 App	ly	Cancel	Ν	
PTO Application		SI	howing	1 to 2 of	2 entries															Previous	1 Next	
Family Declaration																						
Assign Pass Clerk																						
Assign Employees																						
O Settlement	*																					

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

Linique Dass number	- 10191
F	
From Station *	LUCKNOW (LKO)
To Station*	PATNA JUNCTION (PNBE)
Upload Approval	Choose File GSRRQF_UPN_10187.pdf 🗸
Document	In case of multiple documents, please merge all documents and then upload single pdf file.
Justification for	Please justify that why you want to apply
*	tor split pass
L	
• You have to upload ev about your inability to acc	vidence to the satisfaction of pass issuing authority company your family/dependent relatives for issue of

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		10192	Send Send	Send OTP		O Applied	
Showing 1 to	1 of 1 entri	es												Previous 1	Next

>		STATUS OF SPLIT PASS	APPLICATION	×	Ť	Help	₩0(
		Details of your application:					
		Unique Pass number	: 10191				
lelp		Date of submission	: 20/05/2020				
		Status	: O Submitted	_			
ALL		From Station	: LUCKNOW (LKO)	_			
		To Station	: PATNA JUNCTION (PNBE)	_			
		Approval Document	: 🗋 View				Sea
Pass Set	Application No	Remarks : Emp (YYKN isssue split	TI): I am unable to travel with my family. kind pass. Approval is attached with the request.	ly	nd	Send OTP SMS	Last Gen At
	→ ALL Pass Set	→ (elp ALL Pass Application No	Pass       Application         Remarks :       Emp (YVKN)         Image: Status       Image: Status         Image: Status       Im	STATUS OF SPLIT PASS APPLICATION     Details of your application:   Unique Pass number   Unique Pass number   10191   Date of submission   20/05/2020   Status   Status   Pass   Application   No     Remarks:   Emp (YYKNTI): I am unable to travel with my family, kind isssue split pass. Approval is attached with the request.	STATUS OF SPLIT PASS APPLICATION     Details of your application:     Unique Pass number   Unique Pass number   Inde of submission   Status   Status   Pass   Application   No     Status   Pass   Application   No     Status   Status  <	STATUS OF SPLIT PASS APPLICATION     Details of your application:     Unique Pass number   Unique Pass number   10191   Date of submission   20/05/2020   Status   Status   Communication   ALL   From Station   LUCKNOW (LKO)   To Station   Pass   Application   No     Remarks:   Emp (YYKNTI): 1 am unable to travel with my family. kindly isssue split pass. Approval is attached with the request.	STATUS OF SPLIT PASS APPLICATION     Details of your application:     Unique Pass number   Unique Pass number   10191   Date of submission   20/05/2020   Status   Status   Composition   ALL   From Station   From Station   Composition   ALL   From Station   Pass   Approval Document   No     Remarks:   Emp (YYKNTI): 1 am unable to travel with my family, kindly issue split pass. Approval is attached with the request.

#### **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	E Send OTP		r	
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	Send Send	Send OTP		Ø Issued	X Cancel

		APPLICATION FOR	CANCELLATION OF PASS	×	۴.	C Help
		Please fill the following deta Unique Pass number	ails to apply for cancellation of pass : 10191			
		Upload Approval Document *	Choose File No file chosen In case of multiple documents, please merge all documents and then upload single pdf file.			
	Application No	Reason for cancellation of Pass *	Please justify that why you want to apply for pass cancellation	50 55 //	end i S	Send OTP SMS
	10144	Pass once issued is maintained.	or cancened without debit except in very special	Si	end	Send 0
	10144	the pass, and it will be do from duty (with certificate railway doctor certificate, which train services are s by proper documentary p competent authority rega upload the required docu	ing authority is satisfied about necessity of cancelling one only in very limited circumstances like non sparing e of competent authority), sickness supported by , death, accident in family or natural calamity due to uspended and all such cases should be accompanied proof with endorsement and recommendation of arding the reasons mentioned for cancellation. Please uments.	St	end	Send C
st	ems. All Rights Re		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				Ø Issued	O Applied
5	÷		ST	ATUS OF PAS	S CANCELL	ATION RE	QUEST		×	🕜 Help 🕌	OM PE	(AK)			
/ Instructions	/Help		D	etails of your applic Unique Pass r	ation: number	: 10191									
	ALL			Date of subi	mission Status	: 20/05/2020 : ② Accepted									
entries				Approval Doo Remarks :	cument Emp (YYKNTI):	: 🖸 View	this pass				Search:				
Pass Type	Pass Set	Application No			°C (DOOHYS):	Forwarding to	PIA for furthe	r action	ind	Send OTP	Last OTP Generated				
1	t u		n.	n in	11	ti	11	11	SMS	SMS	At	r 4.'.			

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

-HRMS		=	STATUS OF PASS CAN	CELLATION REQUEST	×	e 🛛 Help		PRAKASH SH	arma 🕹
ard 7-ESS ee Master	* * *	Click here to show Select Pass Type	Details of your application: Unique Pass number Date of submission Status	: 10191 : 20/05/2020 : © Rejected					
List	•		Approval Document	: 🔁 View					
olication d Passes		ion Issue Ex Date Da	PC (DOC PIA (OOL	HVS): Forwarding to PIA for further action UZR): Rejecting as enough proof is not submit	ted.	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
lication ent	Ŧ	20/05/2020 19,		Apply Again	d OTF				N

## 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

e-SR	•																			
III MIS Reports	•	Select Pass Type			ALL					*		Go								
Other Reports	•																			
🔷 Pass	×.	Show 25	✓ entries													_		Search:		
Pass Set List		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 Pa	SMŠ	Send OTP SMS	Las	TP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
PASS Application		10814	2020	PRIVILEGE PASS	FULL SET	10612	22/07/2020	21/12/2020	JAT	NDLS			🗖 Send		🗖 Generate OTP	22/	2020 12:30:42	/ Apply	X Cancel	N
My Issued Passes		10748	2020	PRIVILEGE PASS	FULL SET	10574	21/07/2020	20/12/2020	MFP	NDLS			Send Send		E Generate OTP	21/	2020 13:14:21	/ Apply	X Cancel	N
PTO Application		Showing 1 to 2 of	2 entries																Previous	1 Next
Family Declaration																_				
Assign Pass Clerk																				
Assign Employees																				
O Settlement	٠																			

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



## • For Pass clerk:

3.

### **Employee on Digital Pass**

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

<b>IR-HRMS</b>	🚍 论 "We have four 🦉 🎓 🖓 Heip 👑 SMT NIDHI ASWAL 👽 🚍
(P) Deebberred	Home / Pass / Employee On Digital Pass
Dashboard	
IRHRMS-ESS 🔹	🛢 Employee On Digital Pass
🛷 Pass 🔺	
Pass Set List	• Enter the HRMS/IPAS ID of the employee for whom you want to check whether they are on-boarded for digital pass or not and click on 'Go' button to proceed. You can check for those employees only which are assigned to you
PASS Application	
My Issued Passes	HRMS/IPAS ID GO Reset
PTO Application	
Family Declaration	
Accept Pass Application	
Accept Cancellation Request	
Manual Pass Entry	
Accept Pass Family	
Employee On Digital Pass	

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

Manual Pass List			
HRMS ID/IPAS ID *	SPGZIQ	Go	Reset

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

<b>IR-HRMS</b>	= reach out to HRMS helpdesk @	9 011-23352414, 23352415, 23352416 or write 🏼 🎉	🌾 🖲 Help 👑 SMT NIDHI ASWAL 🔸	=
② Dashboard	Home / Pass / Employee On Digital Pass			
				_
V IRHRMS-ESS	Employee On Digital Pass			
I Pass 🔺				
Pass Set List	Enter the HRMS/IPAS ID of the employee for whom you want to check whether they a You can check for those employees only which are assigned to you.	ire on-boarded for digital pass or not and click on 'Go' b	utton to proceed.	
PASS Application	for an encoder of those employees only miner are assigned to you			
My Issued Passes	HRMS/IPAS ID * BIZKAQ Go Rese	t		
PTO Application	Employee Details			
Family Declaration	HRMS Employee ID : BIZKAQ	Employee Name	: VIKAS MATHUR	
Accept Pass Application	Date Of Birth :08/01/1993 Designation : OFFICE SUPERINTENDENT	Appointment Date Pay Level	: 14/03/2016 : 6	
Accept Cancellation Request				
Manual Pass Entry	1			
Accept Pass Family	Employee has been on-boarded for Digital Pass. The list of Passes on-boarded for a	are present in the following table.		
Employee On Digital Pass	S.No P	ass Type Effective From		
	1 PRIV	/ILEGE PASS 23-07-2020		
	2 PRIVILEG	E TICKET ORDER 23-07-2020		
	Copyright @ 2018 Centre For Railway Information Systems. All Rights Reserved. This application	works best in Google Chrome 70.0 and above		

### **Manual Pass Entry**

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

IRHRMS-ESS	•	S Manual Pass List	
曫 Employee Master	•		
e-SR	•	HRMS ID/IPAS ID *	
III MIS Reports	•	Please enter the number of manual passes issued till date corresponding to p	ass type and y
PASS			Pass Type
Pass Set List			
PASS Application			
Issued Pass Report			
PTO Application			
Accept Pass Application	n		
Family Declaration For	Review		
Manual Pass Entry			
Verify Pass Family	-		

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

Manual Pass List			
HRMS ID/IPAS ID *	SPGZIQ	Go	Reset

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.

	Full Set: 4		На	If Set: 8		
		Availed Pass		Pass	Count of Pass deducted a penalty	
Pass Type	Pass Year	Full Set *	Half Set	for LTC	Full Set	Half Set
PRIVILEGE PASS	2019	0	0		0	0
PRIVILEGE PASS	2020	0	0		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.

Employee Master	Family Member 1 Famil	ly Member 2				
e-SR 👻	HRMS Employee ID			Family Member Sr No		
MIS Reports	Member Name *	SHARDA NIMESH		Gender *	Please select	
PASS 🔺	Aadhaar Number	Aadhaar Number		Member Photo	Choose File No file chosen	
ass Set List	Relation *	WIFE	٣	Relation Proof Doc	Choose File No file chosen	
ass Application ssued Pass Report	Member DOB	01/07/1965	۵	Family Member DOB Doc	Choose File No file chosen	
TO Application	Family Member Age	Family Member Age		Handicap Flag	No	
ccept Pass Application	Handicapped Percent	Handicapped Percent		Handicap Category	Please select	
amily Declaration For Review	Handicapped Certificate	Choose File No file chosen		Handicap Certificate Effect From	DD/MM/YYYY	1
ccept Pass Family	Handicap Certificate Effect To	DD/MM/YYYY		Member Dependent(?)	Yes	
Settlement	Member Dependent Doc	Choose File No file chosen		Member Bonafide Doc	Choose File No file chosen	
	Document Id	Choose File No file chosen		Service Record Page Number	Service Record Page Number	
						1

3. Click on *Tabs* 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 🔺								
Pass Set List	PASS APPLICATI	ONS						
PASS Application								
My Issued Passes	Pas	is App	lications present	in the follo	wing list are available	for acceptance . Kindly cli	ick on a Pass Applicatio	on Number
PTO Application	Show 25 🔻	entri	ies					Se
Accept Pass Application	Dave Analization		Dava Terra	Deer	Environment	Employee	From Station	TO
Manual Pass Entry	Number	ti.	Pass type	Year	<sup>†1</sup> Name	Designation	(Outward)	(Out
Accept Pass Family	10122		PASS TICKET	2019	OM PRAKASH	DEPUTY DIRECTOR	Jb	CDG
Family Declaration For Review			ONDER		SHANNA	GENERAL		
A Cattlement	Showing 1 to 1 of 1 e	entrie	s					

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.

ation Fr	om *	MAS	CHENNAI CENTR	AL (MAS)	Station	To *	UL	JODHPUR JUNCTION (JU)
reak jour	ney Stations	MAS,SC						
Depend	dents & Family M	embers				<i>K</i>		
S.No	Name		Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	ASHOK KUMAR	NIMESH	SELF	16/04/1960	59	м	FAMILY	
2	SHARDA NIMES	Н	WIFE	01/07/1965	54	F	FAMILY	
3	HIMANSHI NIM	ESH	DAUGHTER	11/08/1989	30	F	FAMILY	
Atte	endent Traveling			) Companion Traveli	ng		Split	Pass
narks *		Remarks for	Pass Application					
							le .	

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

Ocheck entitled Pass sets	Accept Pa	ass Application	for : OM PRAKASH	H SHARMA	O Check Berth/Seat Entitlement
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	Type	Pass Year	Entitled		Manua	l Passes	Available (exc	uding Applied)
			Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
RIVILE	GE PASS	2019	6	12	3	3	1	2
RIVILE	GE PASS	2020	6	12	1	1	1	3
RIVILE	GE PASS	2021	0	0	0	0	0	0

#### **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.

🐮 Employee Master	•	PASS APPLICA	TIONS						
e-SR	-	SPLIT PASS AP	PLICATIONS	1					
PASS		Sr	olit Pass Applications p	resent in the fol	lowing list	are available for ac	ceptance . Kindly click c	on an Unique Pass N	lumber to i
Pass Set List		Show 25	• entries						Search
PASS Application		Nonese and	11 Cara					100	
My Issued Passes		Unique Pass Number	Pass Application	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To St (Out
PTO Application	_		Number						
Accept Pass Applicatio	n	10145	10124	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL		
Manual Dava Entry		: h.							

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

Split Pass application Details

Unique Pass nur	nber <b>10191</b>	Date of Split Applicaton	20/05/2020
From Sta	tion LUCKNOW (LKO)	To Station	PATNA JUNCTION (PNBE
Approval Docur	nent 🖸 View		
Rem	arks Emp (YYKNTI): I am unable to travel with m	ny family. kindly isssue split pass. Approval is atta	ched with the request.
emarks *	narks for Pass Application		
	Accept	Reject	

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						
My Issued Passes	Accept Pass Car	ncellation Request				
PTO Application						
Accept Pass Application		Pass Cancellation re	quests present i	n the followi	ng list are pending	for your action. Kinc
Manual Pass Entry						
Accept Pass Family	Show 25	• entries				
Family Declaration For Re	View Unique Pass Number	Pass Application Number	Pass Type	Pass Year †1	Employee Name	Employee Designation
Accept Cancellation Reque	Jest 10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNIC (SPA/P)
IPAS	• 10142	10121	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTC GENERAL

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

	Unique Pass number	10191	Date of Request	20/05/2020
	Approval Document	🔁 View		
	Remarks	Emp (YYKNTI): Please cancel this pass		
Remarks *	Remarks fo	r Pass Application	h	

## • 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.

Other Reports	•		-					
PASS		PASS APPLICATION	2					
Pass Set List		Pass Ap	plications present i	n the followir	ig list are available fo	or Issuing Pass . Kindly clic	k on a Pass Applicati	on Numb
PASS Application		Show 25 • end	tries					
My Issued Passes				1 Married				
PTO Application		Pass Application Number	Pass Type	Pass Year <sup>†1</sup>	Employee Name	Employee Designation	From Station (Outward)	TC (C
Issue Pass		10123	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	NDLS	B:
Assign Pass Clerk		Showing 1 to 1 of 1 entri	05					
Assign Employees		snowing 1 to 1 of 1 entit	e5					

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

epend	lents & Family Memb	ers						
S.No	Name		Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	ASHOK KUMAR NIN	ESH	SELF	16/04/1960	59	м	FAMILY	
2	SHARDA NIMESH		WIFE	01/07/1965	54	F	FAMILY	
3	HIMANSHI NIMESH		DAUGHTER	11/08/1989	30	F	FAMILY	

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.

Other Reports	-	PASS APPLICAT	TIONS				
PASS	1						
Pass Set List		SPLIT PASS API	PLICATIONS				
PASS Application		Sp	it Pass Applications pr	esent in the foll	owing list a	re available for Iss	uing Pass . Kindly click on
My Issued Passes		Show 25	<ul> <li>entries</li> </ul>				
PTO Application							
Issue Pass		Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
Assign Pass Clerk		10145	10124	DDIV/U.ECE	2020	OM DRAKASU	
Assign Employees		10145	10124	PASS	2020	SHARMA	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 Applicaton	20/05/2020
From Station	LUCKNOW (LKO)	To Station	PATNA JUNCTION (PNBE)
Approval Document	🔁 View		
Remarks	Emp (YYKNTI): I am unable to travel wi PC (DOOHYS): Approved. Pass can be	th my family. kindly isssue split pass. Approval is attac ssued	ched with the request.
Remarks * Remarks fo	r Split Pass Application		
		1	
# Please tick the checkbox below before iss	uing pass. Don't check the box in case reje	cting the split pass application	
I im satisfied with the uploaded evid	ence that employee is unable to accompar	ny his family/dependant relatives and has submitted p	proof of the same along with approval of
	Issue I	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 Cancellation	☑ Pass Cancellation Request							
	Pass Cancellation r	equests present i	n the followin	g list are pending	for your action. Kindly cl	ick on an Unique F		
Show 25	• entries							
Unique Pass Number	11 Pass Application Number	Pass Type	Pass Year 1	Employee Name	Employee Designation	From Station (Outward)		
10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNICIAN (SPA/P)	CAPE		
	Pass Cancellation       Show     25       Unique Pass       Number       10139	<ul> <li>Pass Cancellation Request</li> <li>Pass Cancellation r</li> <li>Show 25          <ul> <li>entries</li> <li>Unique Pass 1</li> <li>Pass Application Number 1</li> <li>10139</li> <li>10117</li> </ul> </li> </ul>	☑ Pass Cancellation Request         Pass Cancellation requests present in         Show       25       entries         Unique Pass       Pass Application       Pass         Number       10139       10117       PRIVILEGE         PASS       10117       PRIVILEGE       PASS	Pass Cancellation Request          Pass Cancellation requests present in the following         Show       25         Unique Pass       1         Number       1         Pass Application       Pass         Year       1         10139       10117         PRIVILEGE       2020         PASS       2020	<ul> <li>Pass Cancellation Request</li> <li>Pass Cancellation requests present in the following list are pending</li> <li>Show 25 • entries</li> <li>Unique Pass 1 Pass Application Pass 7 Pass 1 Employee</li> <li>Number 1 Number 1 Pass 7 Pass 7 Pass 1 Pass 2 Pas</li></ul>	✓       Pass Cancellation Request         Pass Cancellation requests present in the following list are pending for your action. Kindly clips         Show       25       entries         Unique Pass       Pass Application       Pass       Pass       Employee       Employee         Number       1       Pass       Pass       Pass       Employee       Designation         10139       10117       PRIVILEGE       2020       KISHANA RAM       SENIOR TECHNICIAN		

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

1000				
Unio	que Pass number	10191	Date of Request	20/05/2020
Apr	proval Document	🖹 View		
	Remarks	Emp (YYKNTI): Please cancel this pass PC (DOOHYS): Forwarding to PIA for further action		
marks *	Remarks fo	r Pass Application		
marks *	Remarks fo	r Pass Application	ji ji	
marks * # Please tick the checkt	Remarks fo	r Pass Application ncelling the pass. Don't check the box in case rejecting the pa	// ass cancellation application	
marks * # Please tick the checkt am satisfied with	Remarks for pox below before can	r Pass Application ncelling the pass. Don't check the box in case rejecting the pa nce given by employee regarding very special circumstances	ass cancellation application necessitating cancellation of this	pass and employee has provided approval o
emarks * # Please tick the checkt am satisfied with competent autho	Remarks for poor below before can h the provided evide rity for the same.	r Pass Application ncelling the pass. Don't check the box in case rejecting the pa nce given by employee regarding very special circumstances	ass cancellation application necessitating cancellation of this	pass and employee has provided approval o

## 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.

IR-HRMS	=		🕐 This is Developme	ntenvi 🧃 🎓	🛛 🖓 Help	NTHIL KUMAR 🔸
<ul> <li>Dashboard</li> <li>IRHRMS-ESS</li> </ul>	Home / Admin Section /	Create Users				
$\equiv$ Admin Section	To 'Update Mobile Number'	or 'Reset Passowrd' for user, enter employee HRMS/User ID and click	: on 'Go'			
Assign Bill Units Create User	IPAS/HRMS ID *	IPAS/HRMS ID	Go			
Change Role	User Id *	User Id	HRMS ID *	Employe		
Relationship Assignment Pending Task	Employee Name *	Employee Name	Nickname *	Nicknam	ie	
Bulk Return	Mobile number *	9999999999	User Type *	Please	Select	~
Miscellaneous Reports Data Entry Progress	Create User R	eset Password Update Mobile Reset	Г	Please Dealing Verificat Accepta Employe Pass Adr	Select Clerk (DC) ion Authority (VA) nce Authority (AA) ex (F) min (PA)	
e-SR 🔹	LIST OF USERS	IN SECUNDERABAD/ DIV	L.	Pass Cle Pass Issu	ik (PC) Jing Authority (PIA)	
Image: MIS Reports     •       Other Reports     •	Show 👻 en	tries			Search:	
🎻 Pass 👻	Copyright @ 2018 Centre For I	Railway Information Systems. All Rights Reserved. This application wo	rks best in Google Chrome 70.0 and a	bove		

## **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.

<b>IR-HRMS</b>	=		🗘 This is Development envi	🍯 🌋 🛛 Help		Ξ
② Dashboard	Home / Admin Section / C	ireate Users				
IRHRMS-ESS •	Create Users					
$\equiv$ Admin Section	To 'Update Mobile Number'	or 'Reset Passowrd' for user, enter employee HRMS/User ID and click on 'Go'				
Assign Bill Units Create User	IPAS/HRMS ID *	IPAS/HRMS ID	Go			
Change Role	User Id *	User Id	HRMS ID *	Employee Number		
Relationship Assignment Pending Task	Employee Name *	Employee Name.	Nickname *	Nickname		
Bulk Return	Mobile number *	9999999999	User Type *	Please Select		~
Miscellaneous Reports Data Entry Progress	Create User Re	set Password Update Mobile Reset		Please Select		
Employee Master •	LIST OF USERS I	N SECUNDERABAD/ DIV		Pass Clerk (PC) Pass Issuing Authori	ty (PIA)	
III MIS Reports	Show 💙 ent	ries			Search:	
Other Reports						r
🛷 Pass 🔹	Copyright @ 2018 Centre For R	ailway Information Systems. All Rights Reserved. This application works best in	Google Chrome 70.0 and above			

#### 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.

e-SR	*						
III MIS Reports	*	C Assign Page Clark					
Other Reports	-	Can Assign Fass Clerk					
🛷 PASS		Instructions:					
Pass Set List		<ul> <li>Select the Pass issui</li> <li>Click on  click on  click</li></ul>	ing authority from the d assign more pass clerks t	rop-down and click on o the PIA and on 🚍 ic	i 'Go' button. List of already assigned pass cle on to remove pass clerk from assigned list	rks (if any) will be	e fetched and
PASS Application		Click on 'Assign' bu	tton to save the change	s made			
Issued Pass Report							_
PTO Application			Pass Issuing Authority	<b>U</b>	Please select		Go
Issue Pass							
Assign Pass Clerk			S No	Pass Clerk	Please select		
Assign Employees					BASANT SINGH PURBIA (OOLUZR)		
Continuent			1	Please select-	TRILOK CHANDRA SUTHAR (SAJHNK)		
Settlement				- h	UMAR FAROQOUE (TLEMPU)		

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

S.No.	Pass Clerk *		
1	SANJAY KUMAR SINGH (DOOHYS)	•	
2	SHEELA CHOUDHARY (RDZFHL)	•	
з	Please select	-	

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.

Select the Pass Issuing Authority.		
Pass Issuing Authority *	Please select	▼ Go
UNIT: JODHPUR WORKSHOP/ WSH		
Click to Toggle between Bulk Assignment and One	to One assignment	ulk
Select Billunit, department & designations of the employees from the employees present in the combination selected are already assigned.	he dropdown which needs to be assigned to the d to some other Issuing Authority then the previ	Pass Issuing Authority. Add multiple ious assignment will be overwritten.
	UNIT: JODHPUR WORKSHOP/ WSH Click to Toggle between Bulk Assignment and One Select Billunit, department & designations of the employees from t employees present in the combination selected are already assigned	UNIT: JODHPUR WORKSHOP/ WSH         Click to Toggle between Bulk Assignment and One to One assignment         Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the employees present in the combination selected are already assigned to some other Issuing Authority then the previous

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	替 Bulk			
	1 10 10 10 10 10 10 10 10 10 10 10	20 (B) (B) (COPUL TOURS)	10 - MB201104	STREET (25)

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)
2	3307427 •	MECHANICAL	ALL	19	0 (Click on Count to un- assign)

Assign Employees Reset

- 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	Toggle between Bulk Assignment and One to One assignment	
Click to Toggle between Bulk Assignment and One to One assignmer t	Massignment Massignment	

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the assigned to some other Issuing Authority then the previous assignment will be overwriting the source of the assignment will be assigned to some other source of the assignment will be overwriting the source of the assignment will be assigned to some other source of the assignment will b

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



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

	Assigned to PIA	Designation	Department	Employee Name	HRMS ID	IPAS Employee ID	Sr. No.
-		OFFICE SUPERINTENDENT	PERSONNEL	SANJAY KUMAR SINGH	роонуз	DOOHYS	1
RBIA	BASANT SINGH PURBIA (OOLUZR)	Sr. SEC. ENGINEER(WORKSHOP- CIVIL)	MECHANICAL	OM PRAKASH SHARMA	YYKNTI	YYKNTI	2
1 17	BASANT SINGH PUR (OOLUZR)	Sr. SEC. ENGINEER(WORKSHOP- CIVIL)	MECHANICAL	OM PRAKASH SHARMA	YYKNTI	YYKNTI	2

- 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	n Employees	Reset		1		
List of use (OOLUZR	Load List 2					
Billunit	IPAS ID	HRMS ID	Employee Name	Department	Designation	Railway Unit

11. To unassign all employees from PIA, click on '*Unassign All*'. All the employees will be removed from selected PIA.

