



**Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad 500 025 (Telangana)**

No. C.415/E/Pass/2023

Date:17.05.23

Sr. DCMs/SC, BZA, GTL, HYB, GNT & NED

Sub: Issuing of Manual Passes at Ticket checking Depots

Railway staff can avail privilege passes and PTOs through online in HRMS module. Manual pass facility is made available to retired employees and those few categories of Passes which are presently not available on HRMS Module i.e. sports ground, on-duty etc..

In this regard, it is to inform that manual passes to retired ticket checking staff, other staff on sports/on-duty etc., are being issued at few Ticket checking depots of Divisions. Further, at Secunderabad Depot, exclusive Ministerial staff has been deputed for the same.

Further, it is noticed that the average numbers of such manual passes issued at Ticket checking Depots is around 5 passes per month. With introduction of HRMS, the overall issuance of Manual Passes at stations has also reduced drastically. As such, it is advised to entrust the issuing of manual passes to overall in-charge of the station i.e., SMR/SS of respective stations/lobbies, duly surrendering the Manual Passes.

This issues with Approval of Competent Authority

Digitally Signed by

Kilari.hari Kishore

Date: 17-05-2023 13:50:57

(K. Hari Kishore)

Reason: Approved

ACM/Reservation

for principal Chief Commercial Manager