



भारतसरकार / Government of India  
रेलमंत्रालय / Ministry of Railways  
दक्षिणमध्यरेलवे / South Central Railway

मं.रे.प्रकाशकार्यालय,  
Office of the DRM  
विजयवाडामंडल /  
Vijayawada Division  
वाणिज्यविभाग,  
Commercial Branch  
विजयवाडा, Vijayawada.  
आन्ध्र प्रदेश, Andhra Pradesh

No. B/C.568/TC/Pass/2023

Dt. 10/07/2023

CTI/In-charge/TC Depot, CTI/Lobby

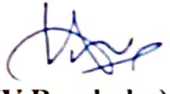
Sub :- Issuing of Manual Passes at Ticket Checking Depot – reg.

Ref :- PCCM/SC Lr. No. C. 415/E/Pass/2023 dt. 17.05.2023

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With reference to above subject, it is noticed that the average number of Manual Passes/PTOs issued at Ticket checking Depot during the year 2022 - 23 is around 3 passes per month & last issued PTO was on 31.08.2021. With introduction of HRMS, the overall issuance of Manual Passes/PTOs at TC Depot has also reduced drastically.

As such, it is hereby instructed to handover the on hand Manual Passes/PTOs to Station Director/BZA & further requirement of Manual Passes/PTOs in future should be drawn from Station Director/BZA only.

  
(V.Rambabu)  
Sr.DCM/BZA  
10/7/23

C/- Station Director/BZA for information & necessary action please

C/- Commercial Control/BZA for information please.



**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

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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