

**GOVERNMENT OF INDIA (भारत सरकार)**  
**Ministry of Railways (रेल मंत्रालय)**  
**Railway Board (रेलवे बोर्ड)**

File No. PC-VII/2020/HRMS/6

New Delhi, dated: 14.12.2020

**The General Manager/CAOs(R),  
All India Railways & Production Units,  
(As per mailing list)**

**Sub: User Guide for Post Retirement Complimentary Pass & Widow Pass  
Module of HRMS**

Post Retirement Complimentary Pass & Widow Pass (PRCP & WP) module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the PRCP & WP Module was also provided by CRIS to all the employees.

2. Now, in order to serve as a guide and ready reckoner, a User Guide is enclosed below and has also been uploaded on the website of Indian Railways at the following location:

<http://www.indianrailways.gov.in/railwayboard/> → About Indian Railways  
→ Corporate Overview → Directorates → Pay Commission → Pay Commission-VII

3. It is requested that the User Guide be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

**Encl: User Guide on PRCP & WP Module**



**(JAYA KUMAR G)**  
**Deputy Director/ Pay Commission-VII & HRMS**  
**Railway Board**

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**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,

## PRCP/Widow Pass

### 1. Mobile Change

#### Retired Employee

- Go to <https://hrms.indianrail.gov.in/HRMS>
- Click on link "Retired Employee Mobile Change.
- Fill PPO number, date of birth and name.
- Assigned HRMS Id and mobile number in the system shall be displayed.
- Click on "Change mobile number" link to enter new mobile, select pass issuing railway and upload document and submit.

#### Pass Clerk

- Select PPO number
- Check details and accept mobile number.

### 2. Entering Retiree data

#### Pass Clerk

- Enter PPO number or search employee based on railway, div/workshop, date of birth or name.
- Enter mandatory information and upload document
- Submit it.

#### Retired Employee

- Confirm or return data.

#### PIA

- Accept or Reject data.

### 3. Pass Application

- Go to <https://hrms.indianrail.gov.in/HRMS>
- Enter HRMS Id, password and OTP.
- Go to Pass-> Pass Set List menu
- Click on Full Set or Half Set link.
- Fill application and submit.

### 4. Issue Pass

- Pass Clerk and PIA will check application and issue pass.
- Pass Details shall be to user's mobile number as SMS.

### 5. Ticket Booking

- Generate OTP for ticket booking in HRMS we application.
- Go to PRS ticket count and IRCTC web site.
- Enter Pass and OTP details for each passenger.

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