

## e-Pass System

Centre for Railway Information Systems

### 4-Step Operation(Pass Admin)

Access Authorisation

Unit Admin creates Pass Admins

#### **Pass Admin**

- Create Pass Issuing Authority (PIA) and Pass Clerk (PC)
- Give Access Authorisation to Pass Clerk
- Tagging Pass Clerks to PIA
- Tagging Employees to PIA

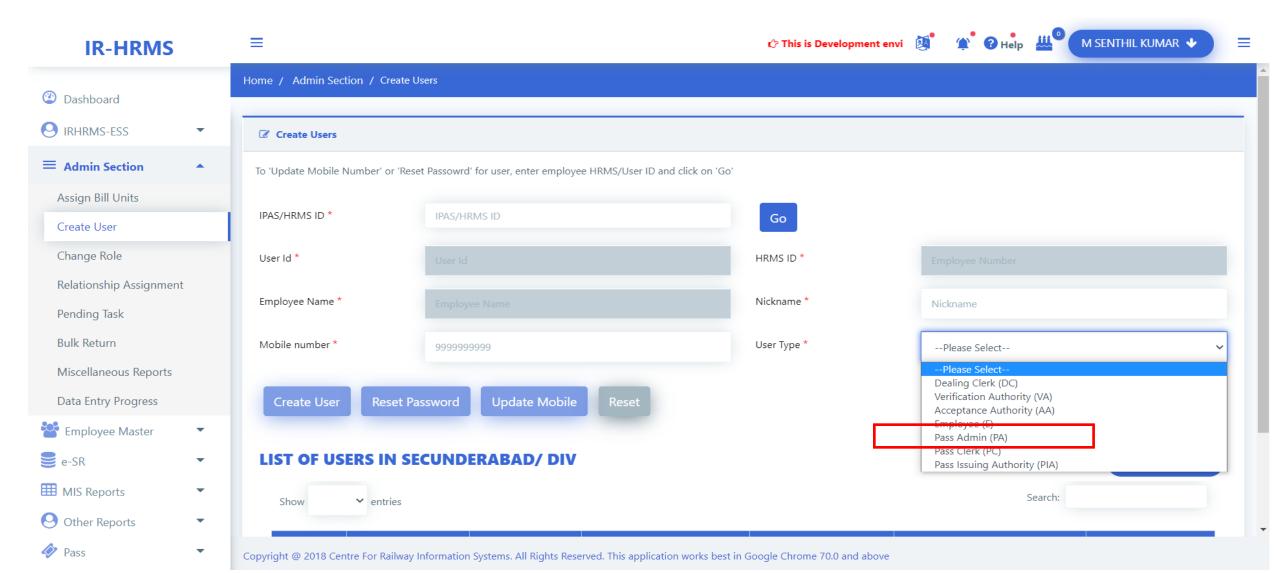
2
Updating
Legacy Data

- Recoding of details of Pass issued Manually by Pass Clerk
- Verification of recorded Manual Pass by Employee
- Update Employee's Family Details
- Acceptance of Family Details

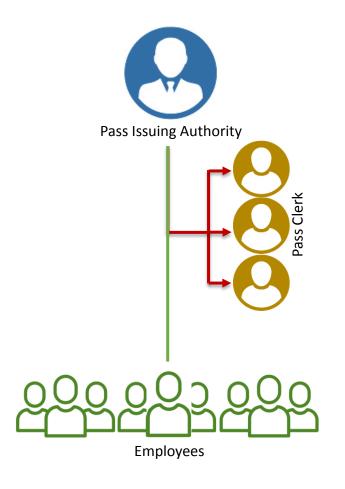
Online Issuance of Pass

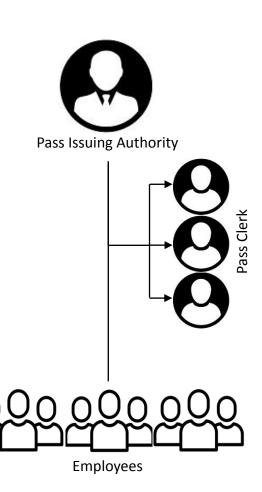
- Apply for Privilege Pass/PTO
- Accept Pass Application
- Issue of Privilege Pass/ PTO
- Split Pass Application
- Cancellation Request

### Creating Pass Admins



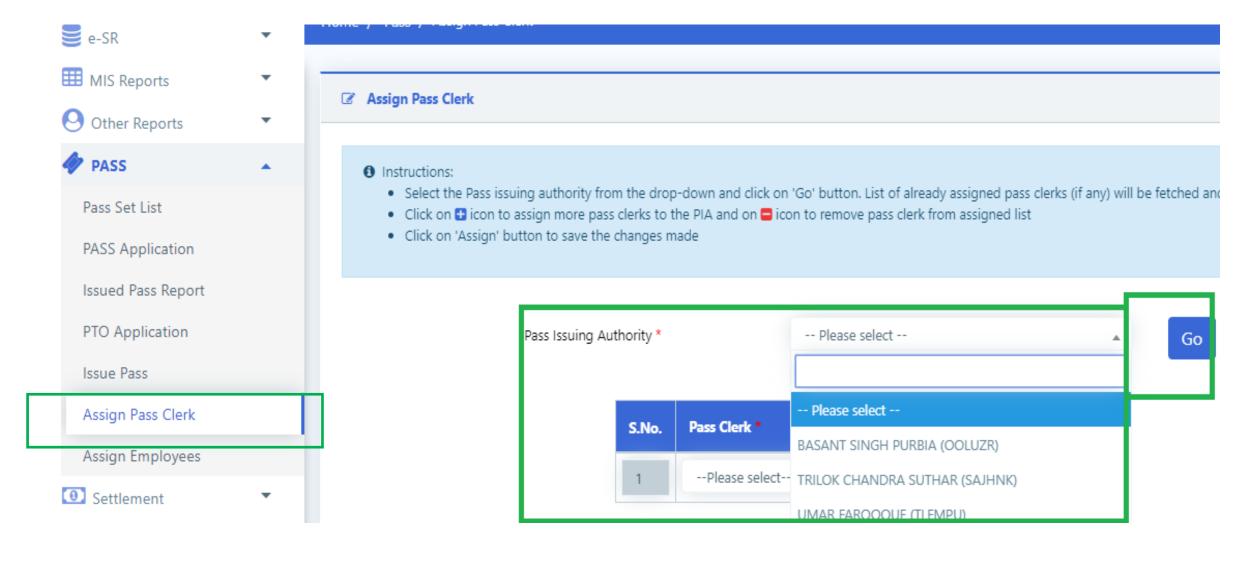
### Access Authorisation by Pass Admin



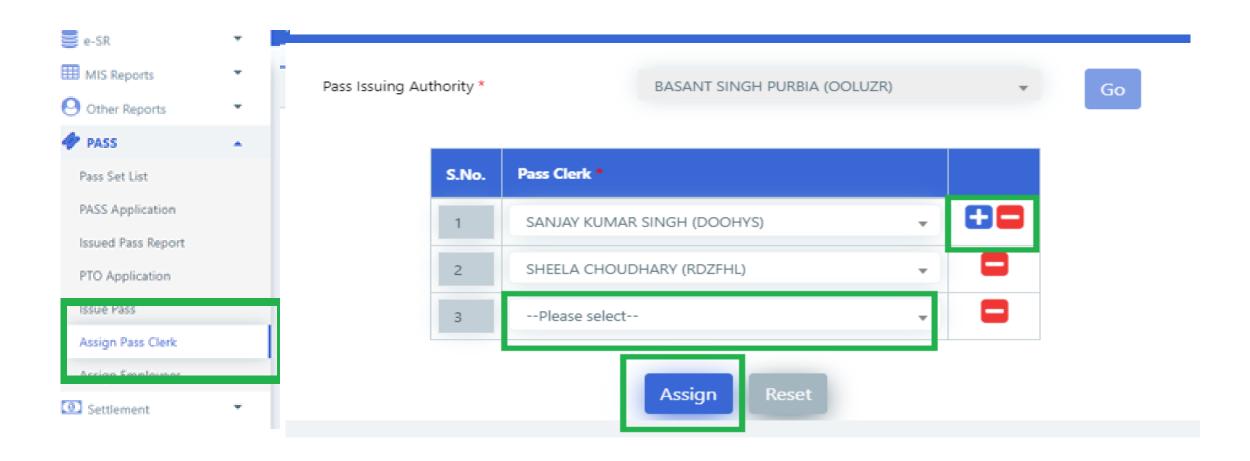


- 1. Provide Access Authorisation to Pass Issuing Authorities one by one
- Provide Access Authorisation to Pass Clerks one by one
- 3. Tag Pass Clerks to their respective Pass Issuing Authority
- 4. Tag Individual Employee to her/ his respective Pass Issuing Authority
- 5. Group of Employees may also be tagged to their PIA

### Create User and Assign Role



### Tagging Pass Clerks to their PIA



### Tag Group of Employees to their PIA

#### **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 reds 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

M Bulk

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	O (Click on Count to unassign)	

Assign Employees

### Tag Individual Employee to PIA

Click to Toggle between Bulk Assignment and One to One assignment



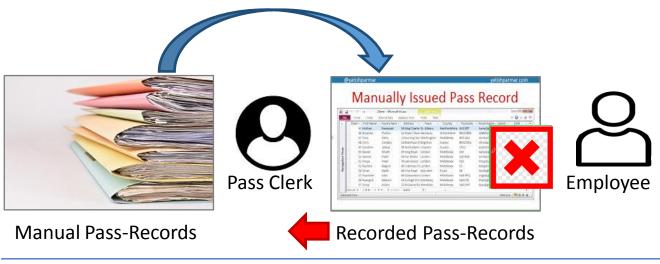
Enter IPAS ID of employee which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If selected employees are already assigned to some other Pass Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit: 1678

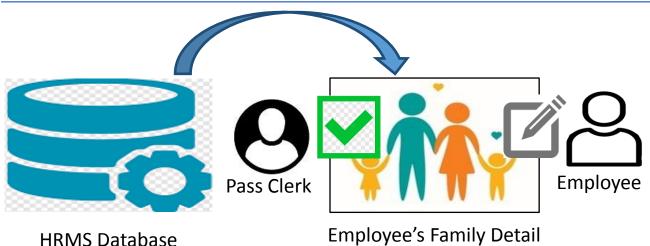
#### Total Employees in range for BASANT SINGH PURBIA (OOLUZR): 2

Sr. No.	IPAS Employee ID	HRMS ID	Employee Name	Department	Designation	Assigned to PIA	
1	DOOHYS	роонуѕ	SANJAY KUMAR SINGH	PERSONNEL	OFFICE SUPERINTENDENT		
2	YYKNTI	YYKNTI	OM PRAKASH SHARMA	MECHANICAL	Sr. SEC. ENGINEER(WORKSHOP- CIVIL)	BASANT SINGH PURBIA (OOLUZR)	
	Assign Employees	🗊 Un-Assign	Employees Res	set			

### **Updating Legacy Data**



- Pass Clerk enters past Pass-Records into the E-Pass System
- 2. Employee accepts the recorded past Pass-Records if found correct
- 3. Employee returns the recorded past Pass-Records if found erroneous



- 4. Family details of employee is retrieved from HRMS database
- 5. Employee updates/ confirms her/ his dependant family members
- 6. Pass Clerk accepts revised Family details of employee

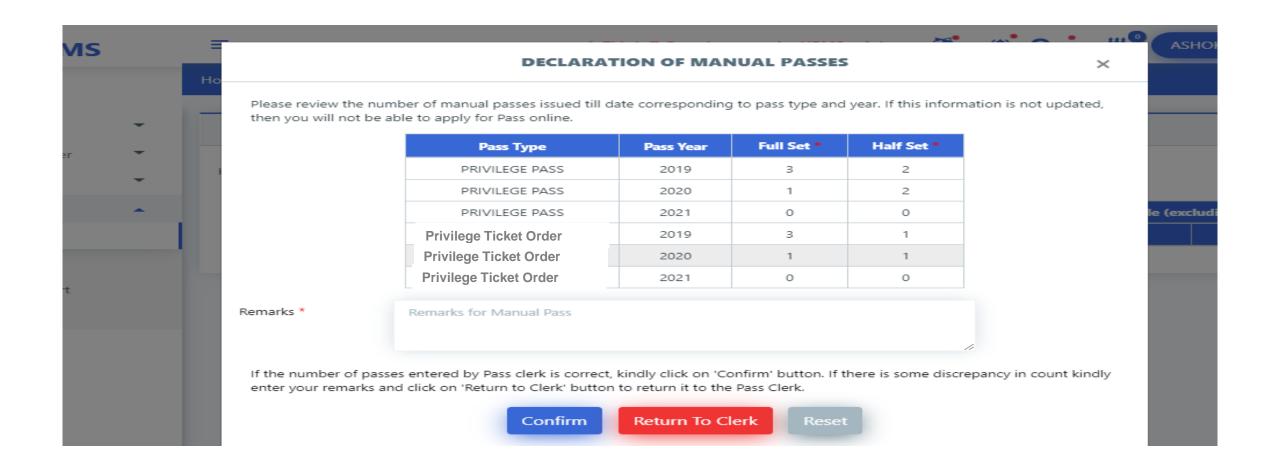
### Recording Manual Pass by Pass Clerk

Entitled Passes		
PP	Full Set: 3	Half Set: 6
РТО	Full Set 4	Half Set: 8

		Availe	ed Pass	Pass surrendered		s deducted as naity
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
Privilege Ticket Order	2019	0	0		0	0
Privilege Ticket Order	2020	0	0		0	0



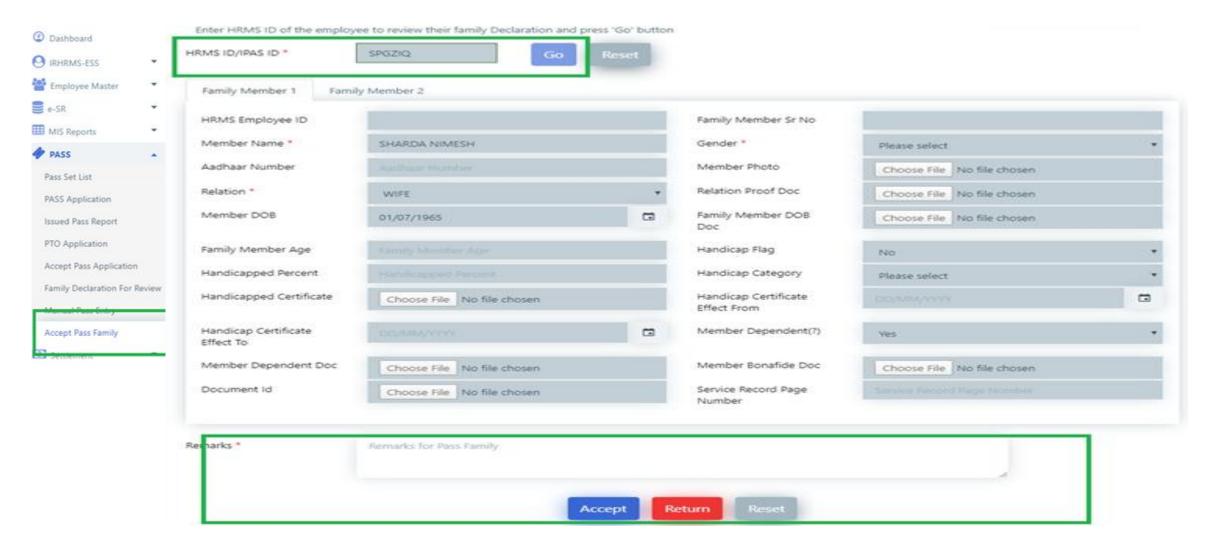
### Verification of Recorded Pass by Employee



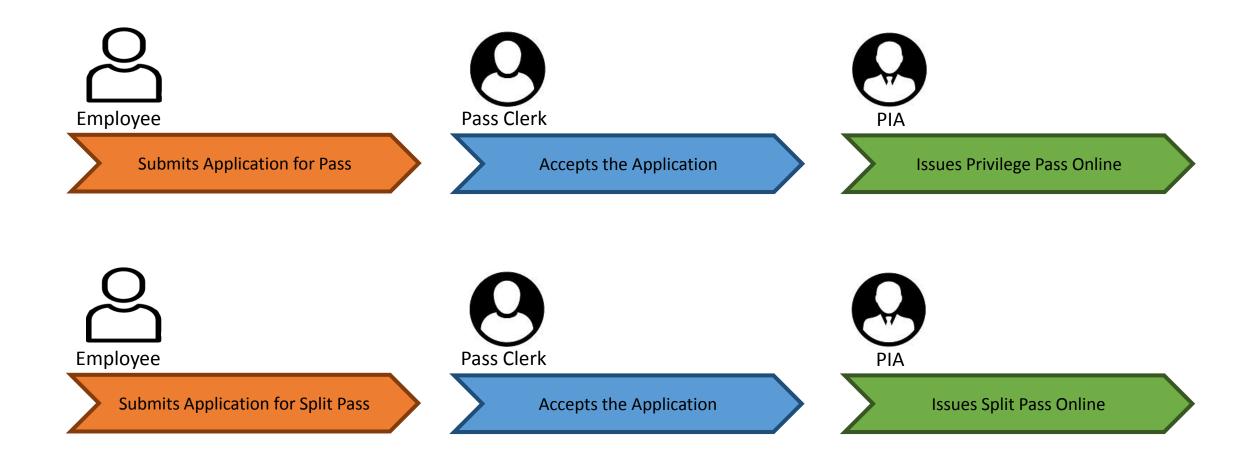
### Declaration of Dependent in Family



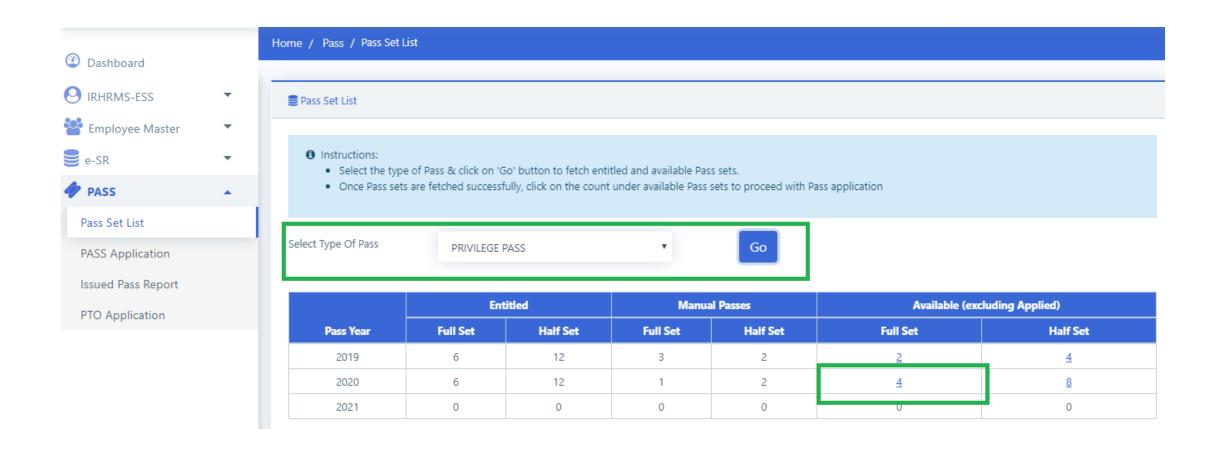
### Acceptance of Family Details of the Employee



### Issuance of Privilege Pass/PTO & Split Pass



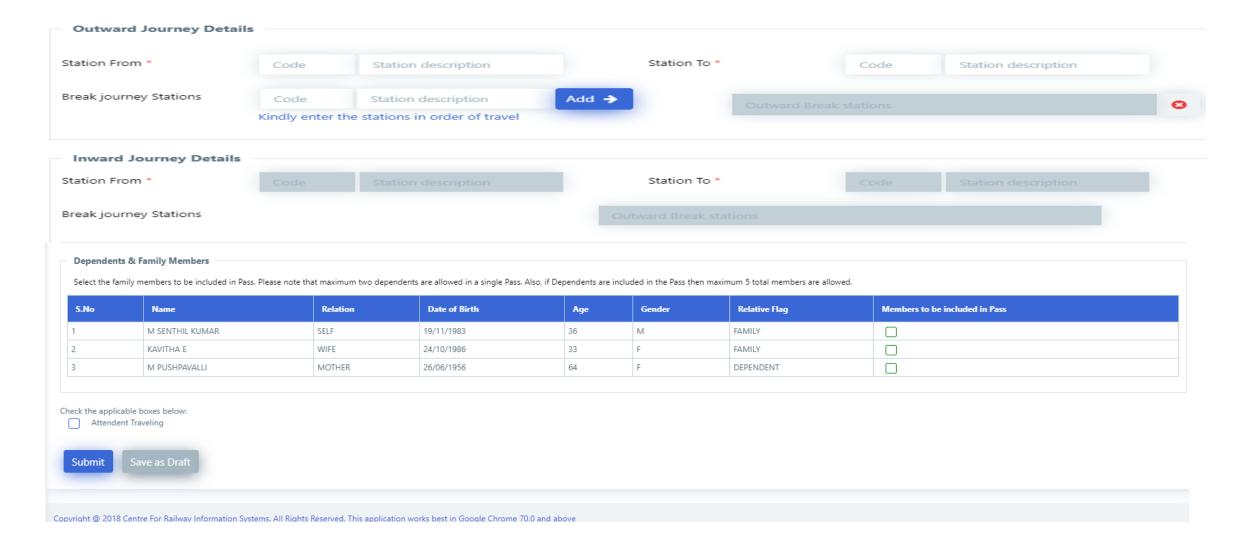
### Selecting Pass Type



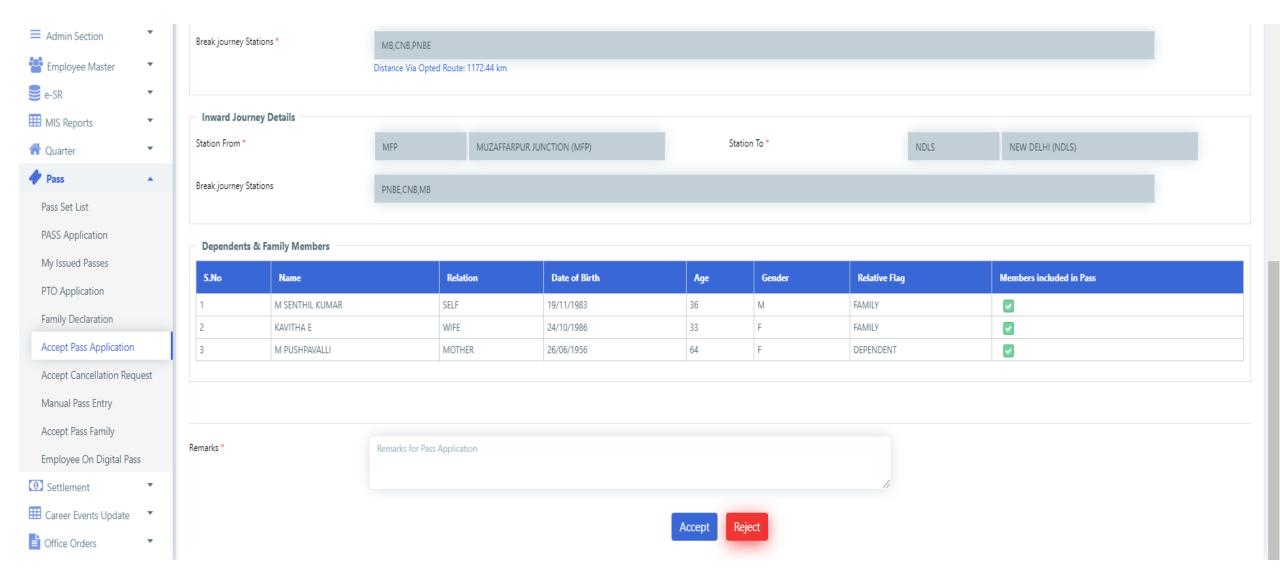
### Selecting Pass Application

List of Full Set Pass Applications for the year: 2020 Click on picon to edit existing Pass application(s) or fill New Application Show entries Search: Full/Half To Station **Break** Edit Delete Pass **Pass** Pass From **Break** From То Year Set Application Type Station Station Station (Outward) Journey Journey (Outward) Number Stations Stations (Inward) (Inward) (Outward) (Inward) No data available in table Previous Next Showing 0 to 0 of 0 entries

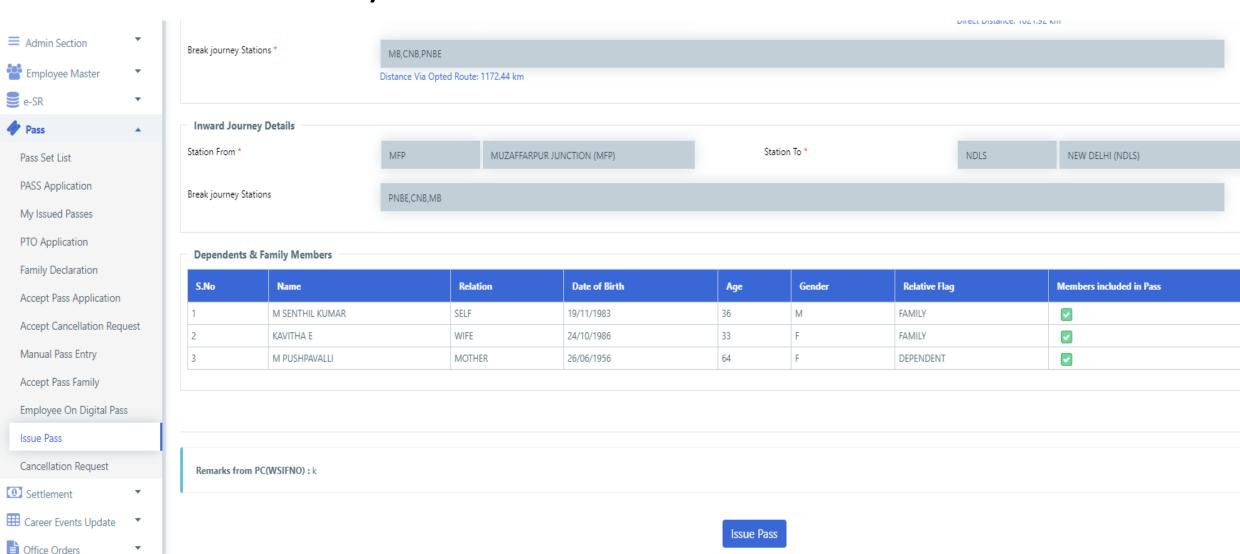
### Pass Application



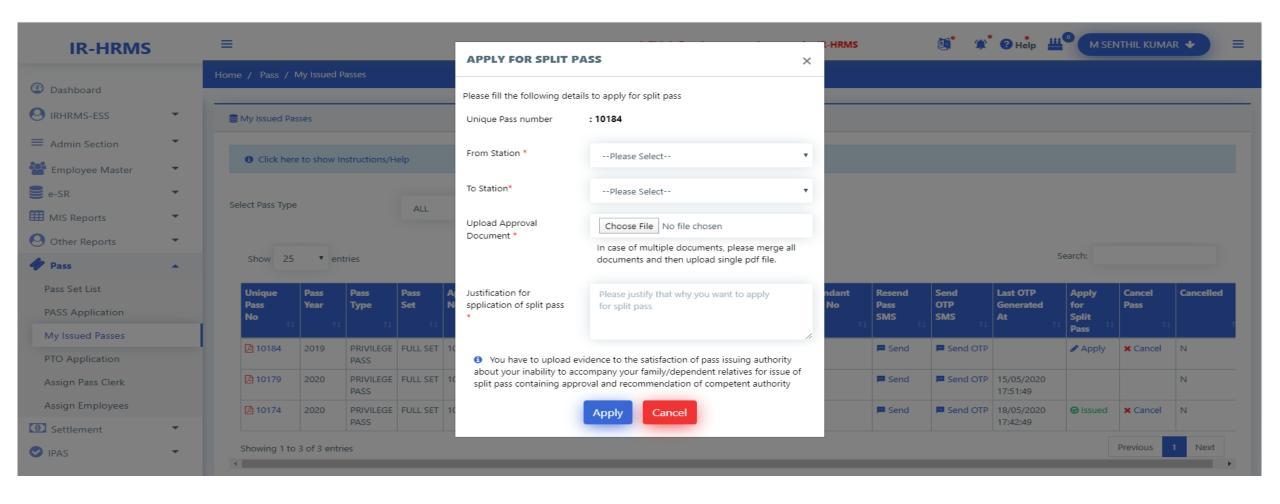
### Accept Pass Application by Pass Clerk



### Issue Pass by PIA

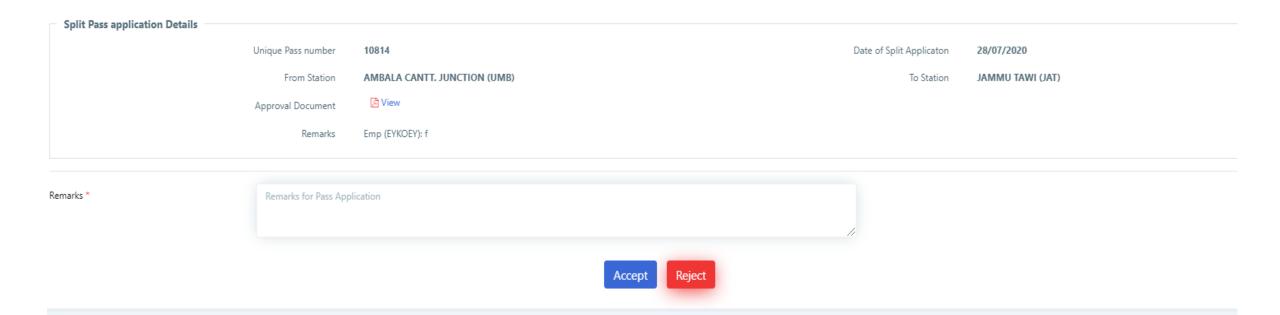


### Apply for Split Pass by Employee

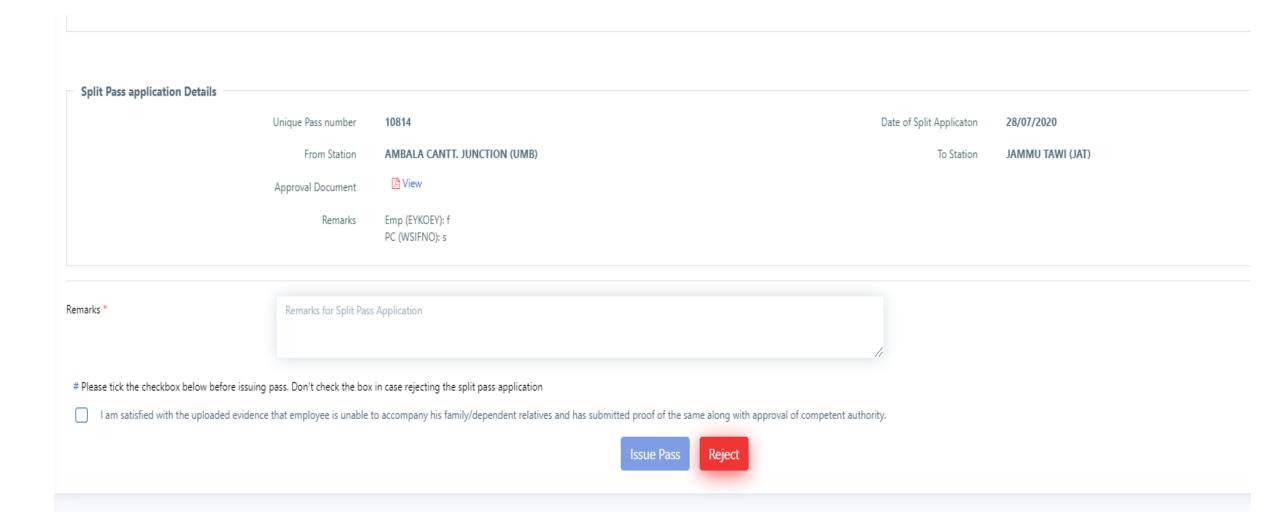


### Accept Split Pass by Pass Clerk

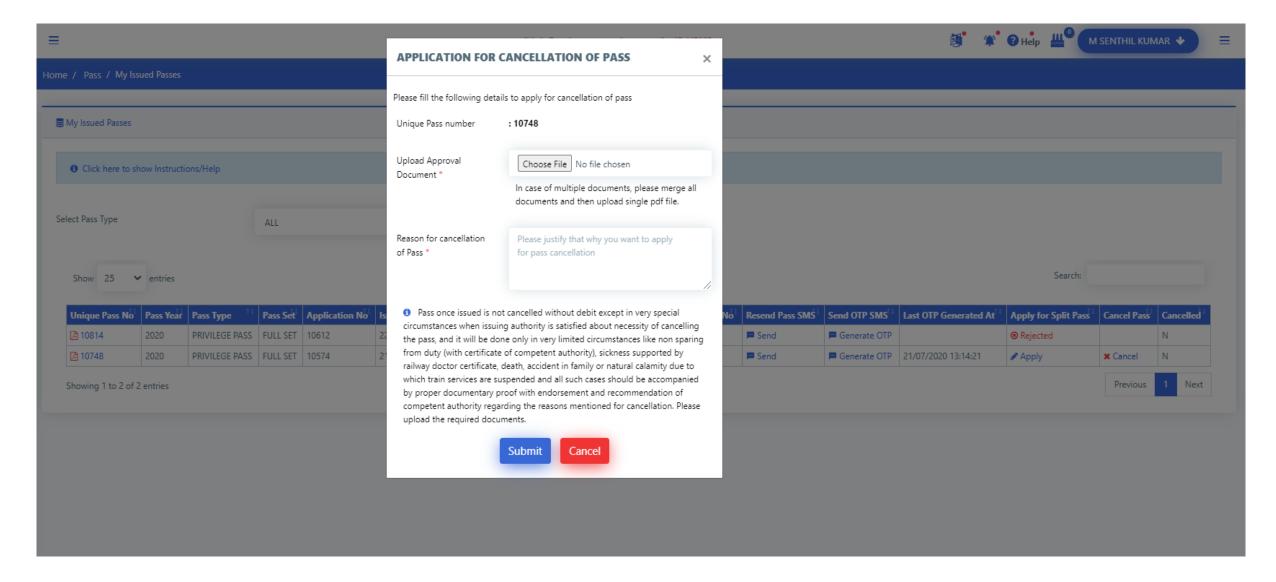
#### **Dependents & Family Members** S.No Members included in Pass Relation Date of Birth Gender Relative Flag Name Age 36 M SENTHIL KUMAR SELF 19/11/1983 M FAMILY KAVITHA E WIFE 24/10/1986 33 FAMILY 64 M PUSHPAVALLI MOTHER 26/06/1956 DEPENDENT



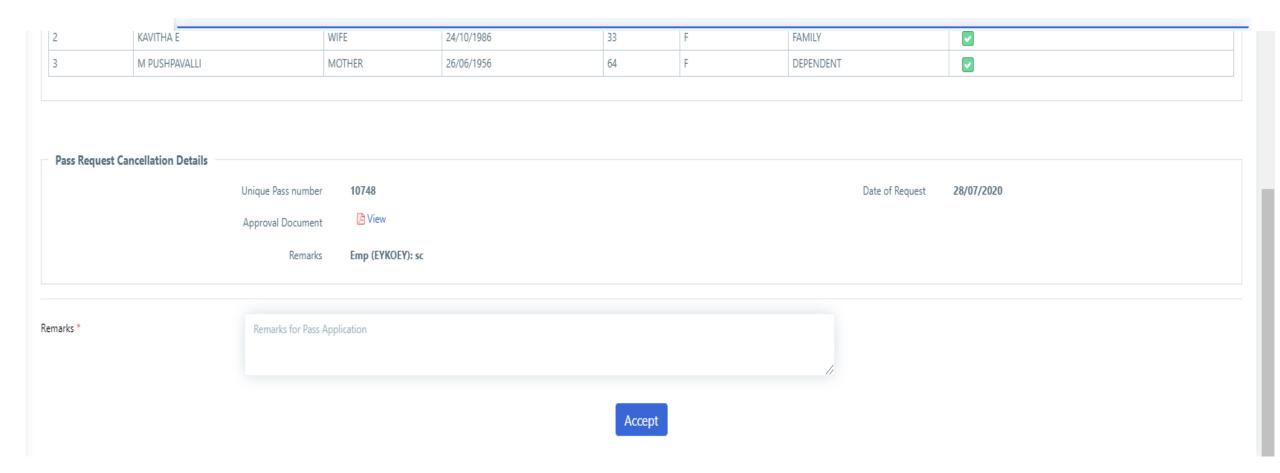
### Issue Split Pass by PIA



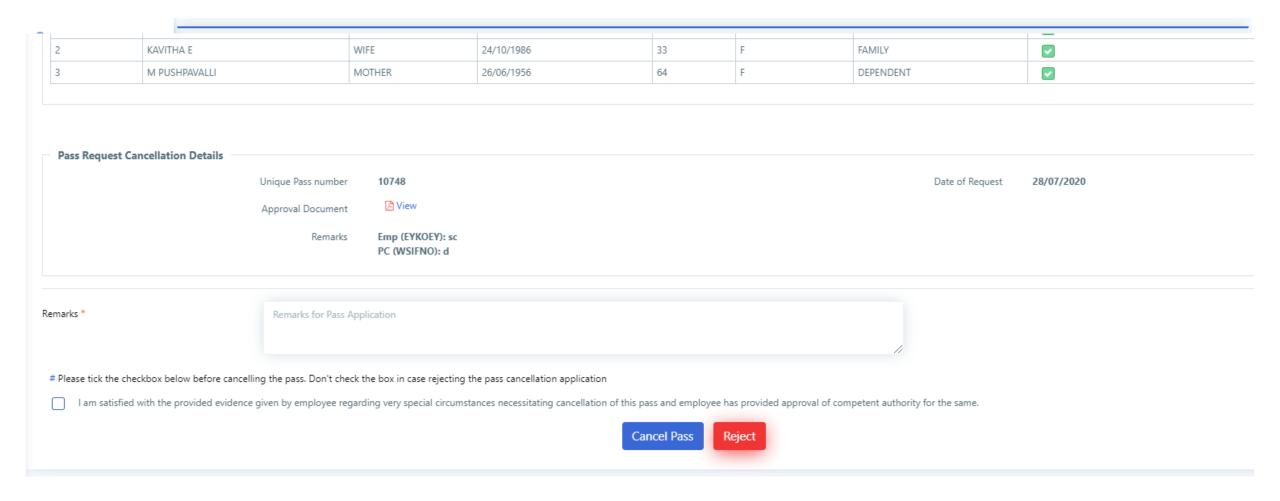
### Pass Cancellation Request



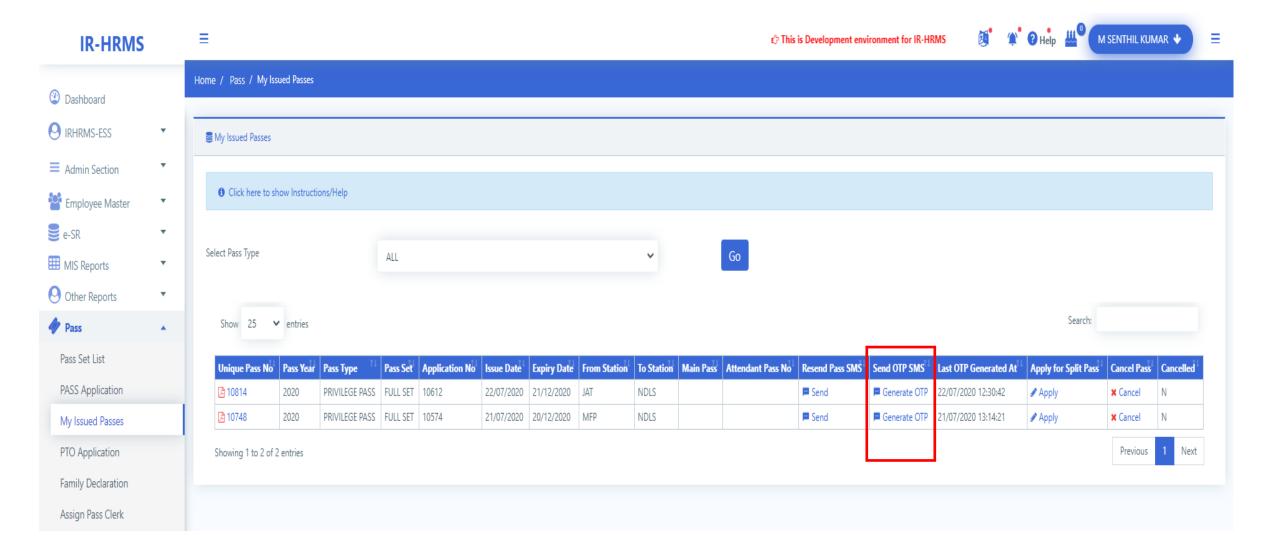
# Acceptence/Rejection of Pass Cancellation Request



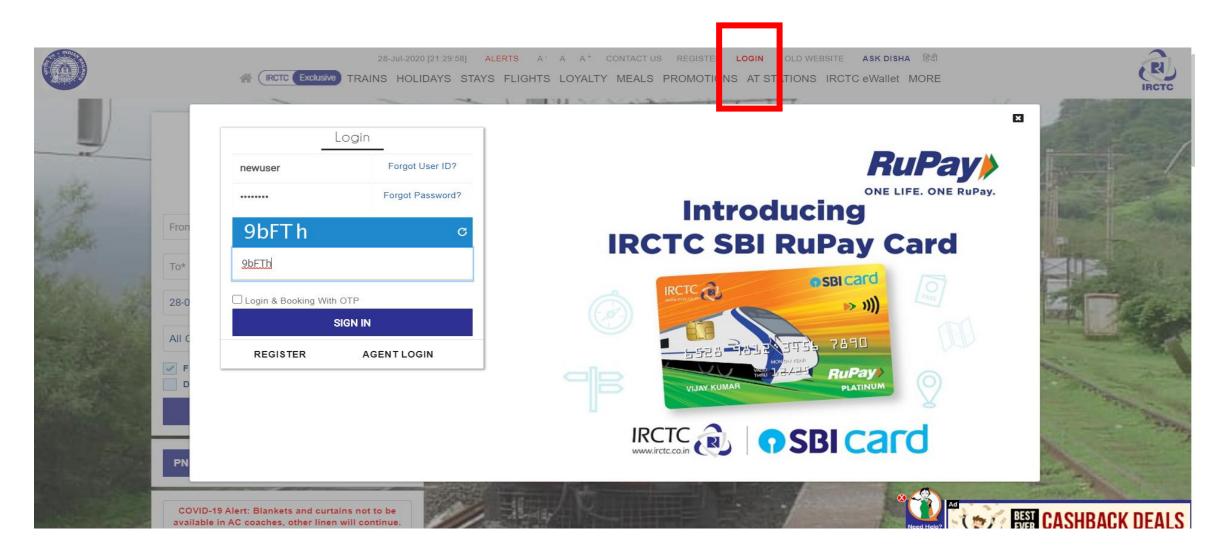
### Pass Cancellation By PIA



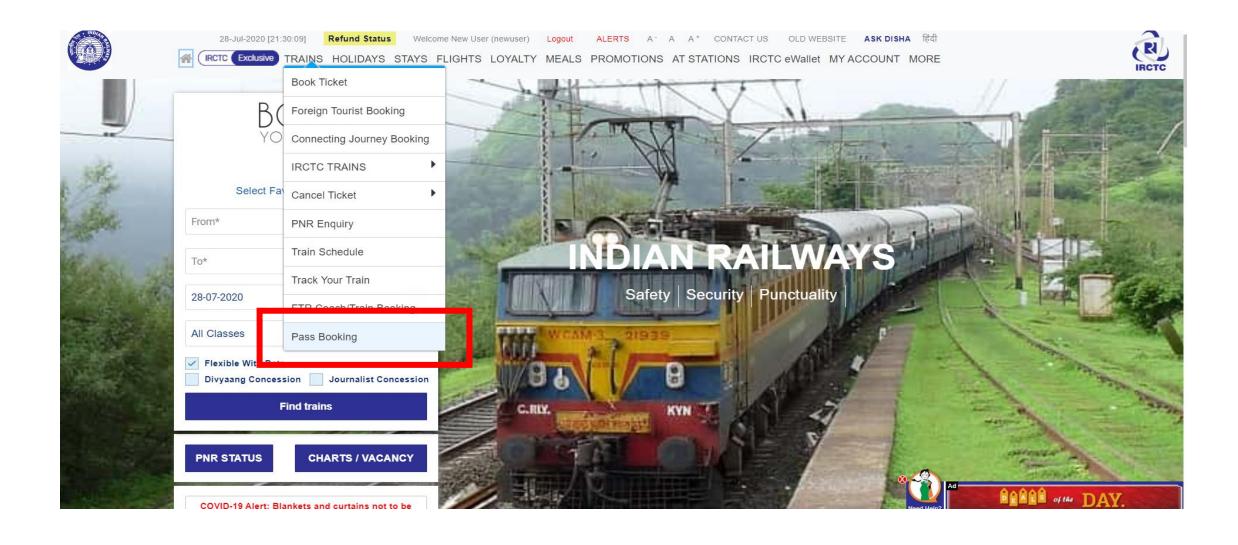
### OTP for Ticket Booking



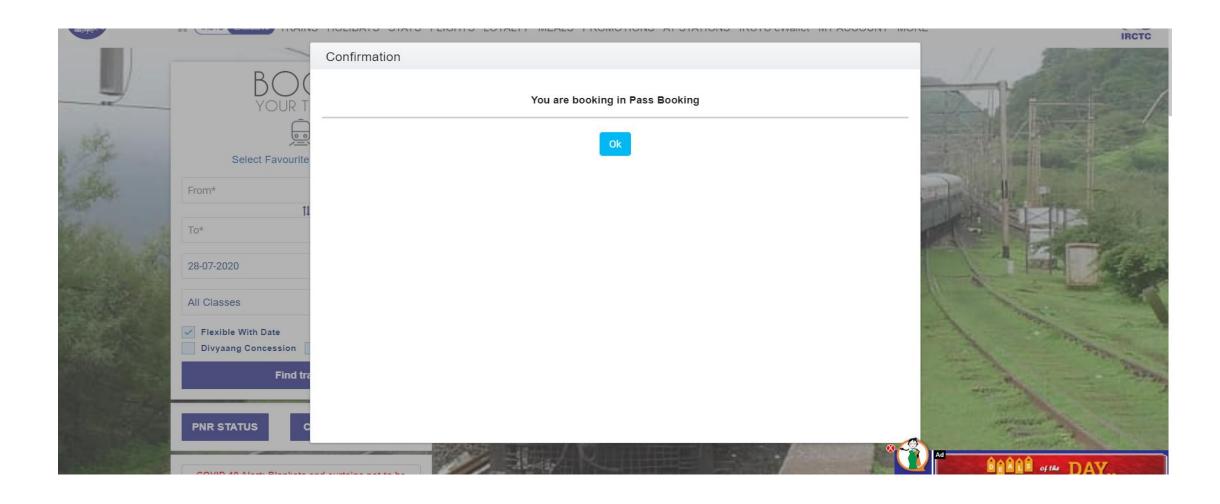
### IRCTC Login



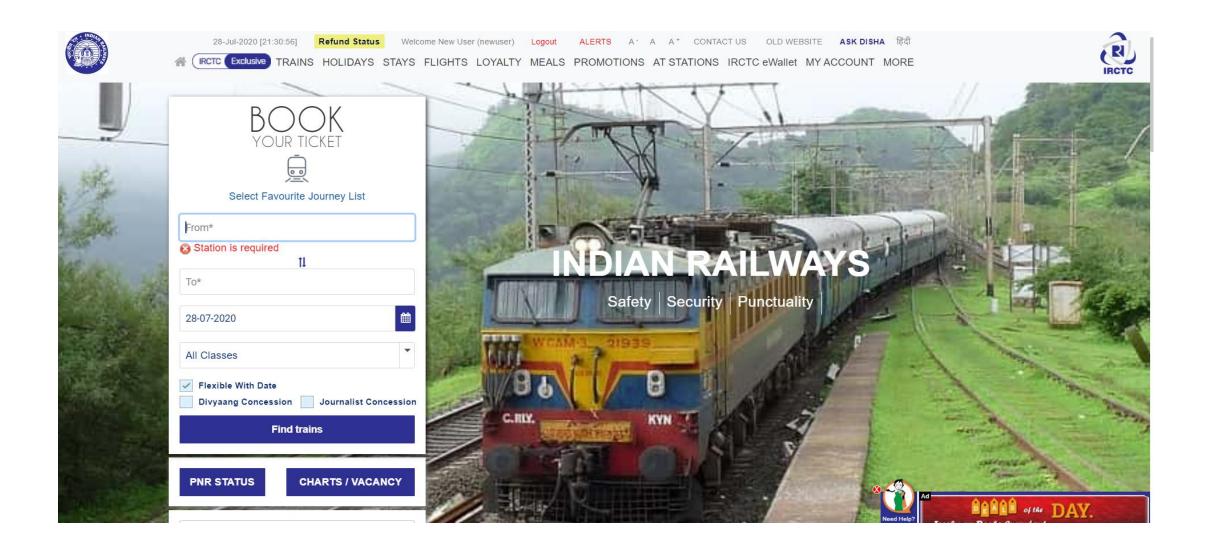
### e-Pass Booking Option



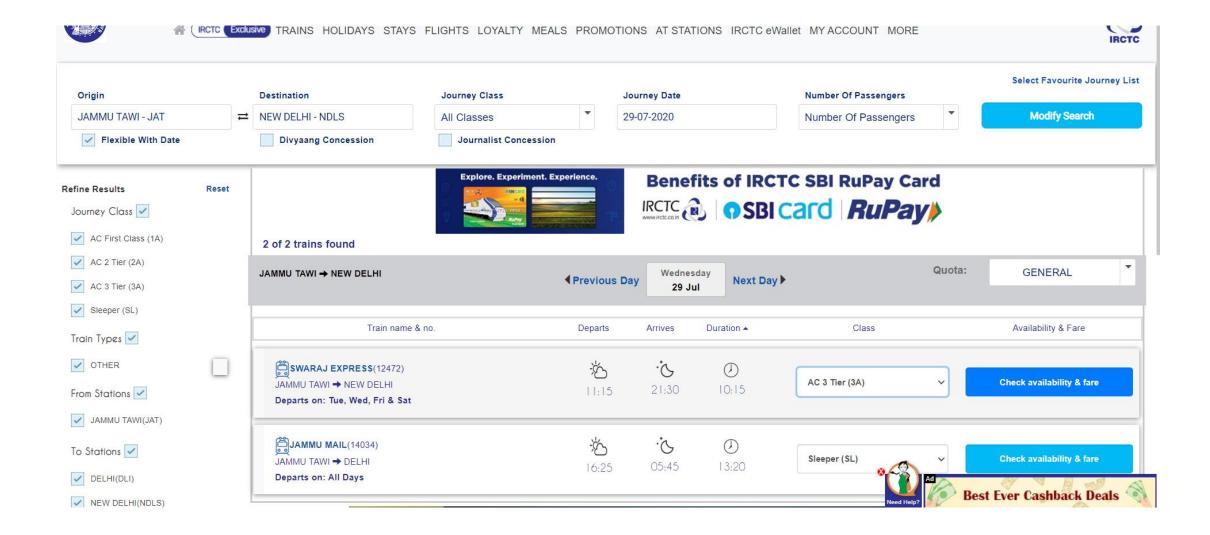
### e-Pass Booking Comfirmation



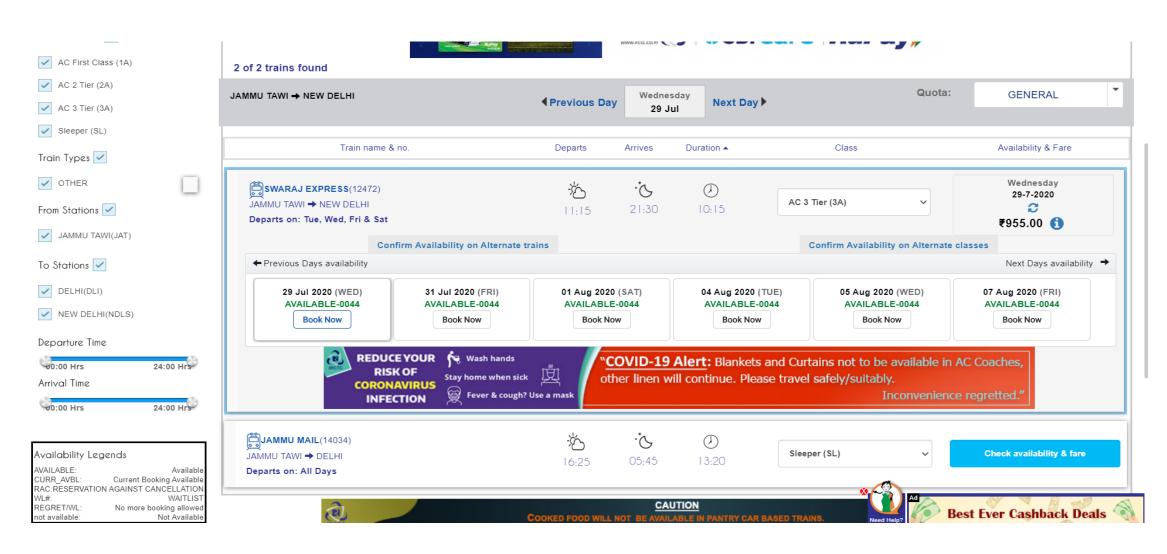
### From & To Station Selection



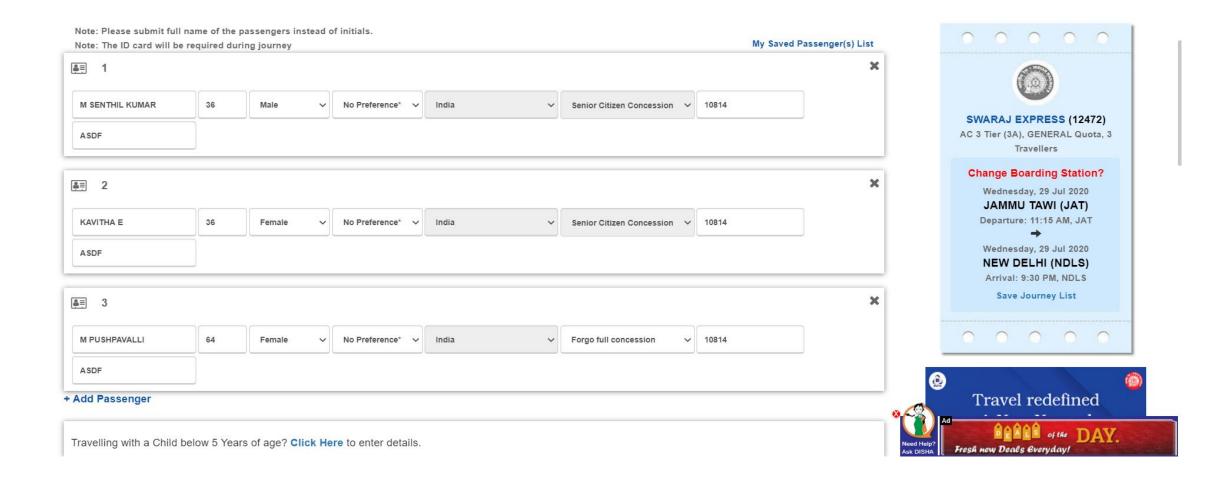
### Train and Berth Class Selection



### Journey Date Selection



### Passenger and e-Pass Details



### Mobile Number and Address

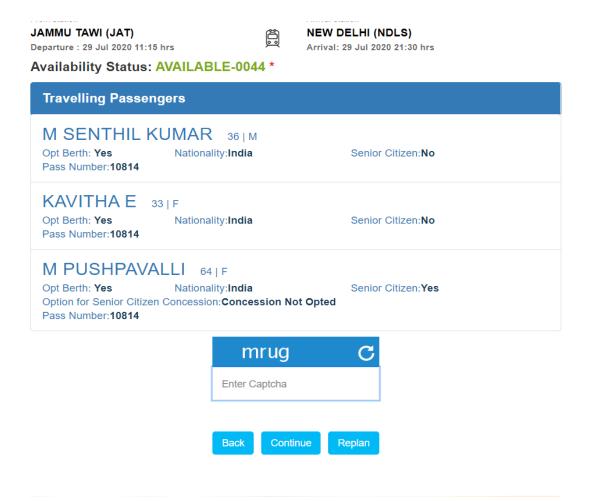
ravel Insurance lo you want to take Travel Insurance (₹0.49/person)?  Yes and I:			I accept the ter	rms & conditions   No	
GST Deta	ails (Optional)	GST Identification Number(	GSTIN)		
Your Destination Address	s				
FLAT NO 343	3RD		FLOOR		110021
DELHI	South West Del	hi 🗸	Chanakya Pi	uri S.O ~	
	mail: newuiintl@gmail.com			ISD-Mobile Number: 9	09971117166
Ticke	et details will be sent to this ema	il		SMS will be se	nt to this number
				Please enter a v	alid mobile number
	nt made to proceed				
Please select the paymer	iii iiiode to proceed				
	Debit Cards / Net Banking / \	Wallets / Bharat QR / Pay	on on	○ Pay through BHIM/UI	





Continue

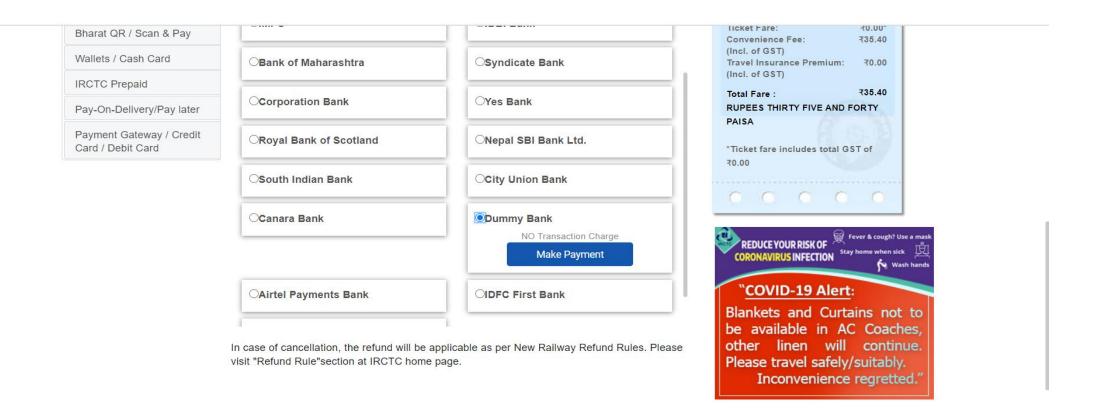
### Passenger Detail Confirmation







### Payment Mode





### **Booked Ticket PNR Detail**

Note: Departure Time and Arrival Time displayed are liable to change. Please check correct departure & arrival time from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.





Scan code to view and save ticket on your mobile.

Print Ticket(English)

Print Ticket(Hindi)

**Book Return/Onward Ticket** 

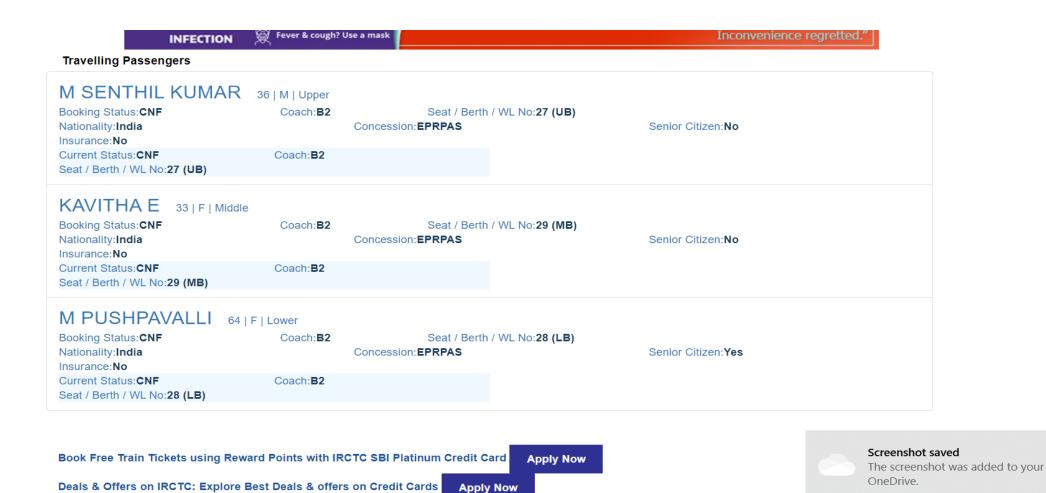
**Book Another Ticket** 



#### **Travelling Passengers**



### Booked Ticketed Passengers Detail



OneDrive

# Thank You