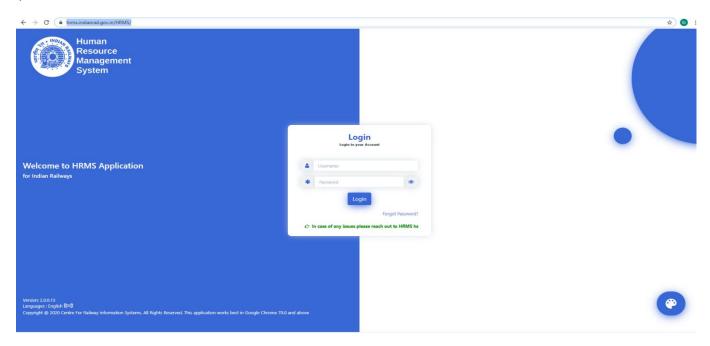
## **Human Resource Management System**

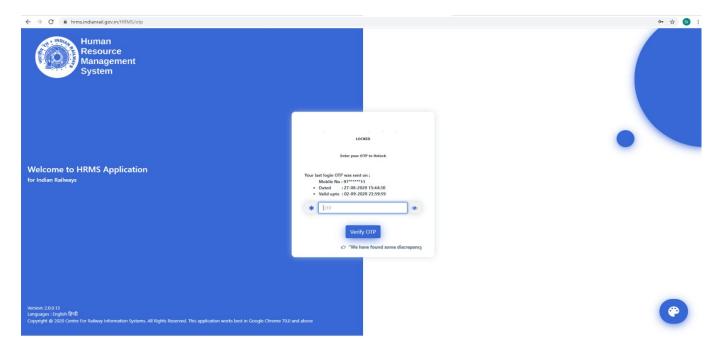


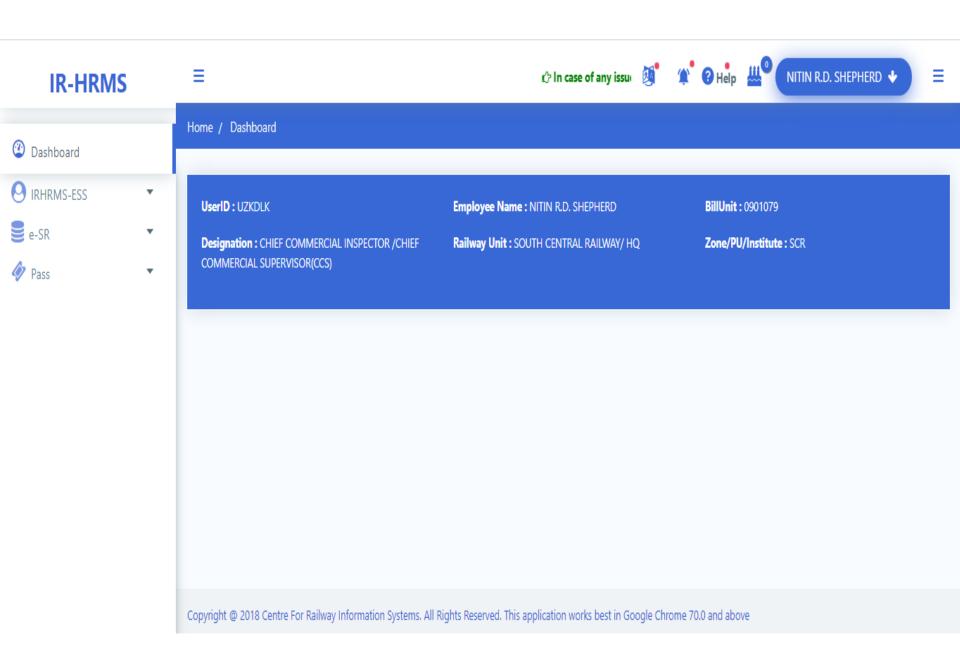
#### Instructions for Employees for updating remarks in HRMS for their personal details correction

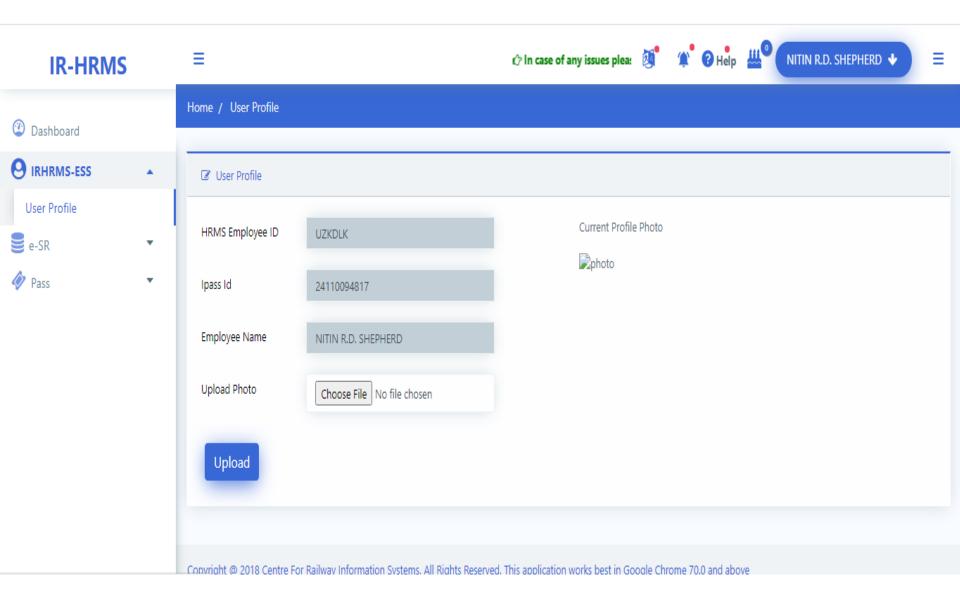
<u>Step – 1:</u> Log into HRMS through the link <a href="https://hrms.indianrail.gov.in/HRMS/">https://hrms.indianrail.gov.in/HRMS/</a> and enter your HRMS id and Password (To know your HRMS id and set your password, download HRMS Employee Mobile App for Indian Railways and register yourself on it.)



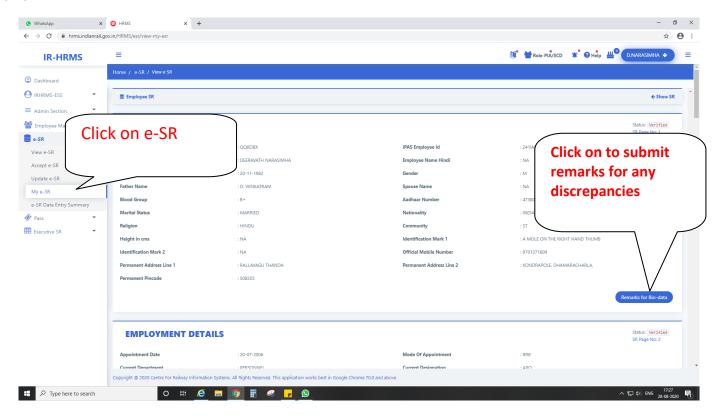
<u>Step - 2</u>: On correct entry of your Login credentials, OTP will be sent on your registered mobile number. You need to enter that OTP into the system for logging into the system



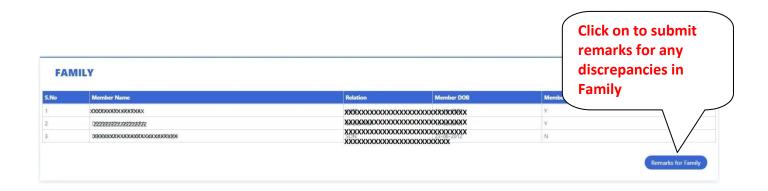




<u>Step – 3:</u> After Logging into the system, you can view your details by clicking on "**My e-SR**" sub head under **e-SR head** displayed on the left tab

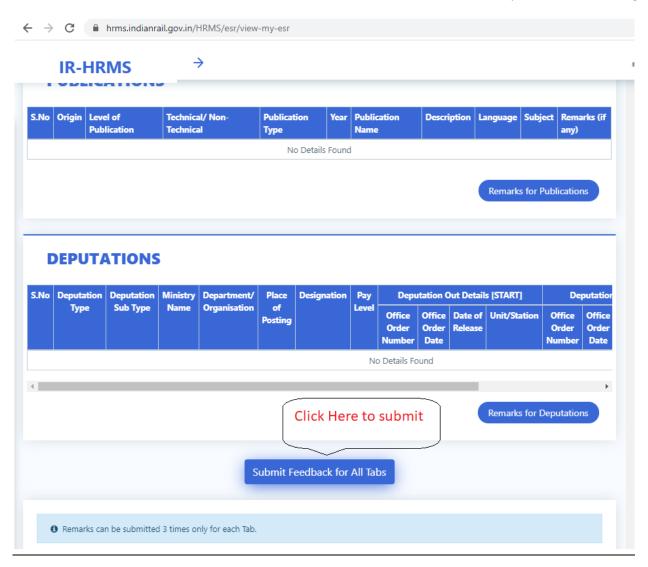


<u>Step – 4:</u> In case of any discrepancy, you have the option of submitting for remarks against that entry by clicking on "Remarks" tab present under the table



- All details are furnished pertaining to:
  - ✓ Basic Data of the employee
  - ✓ Employment details
  - √ Family details
  - ✓ Educational Qualifications
  - ✓ Nominations
  - ✓ Awards
  - Punishments
  - ✓ Pay change History
  - ✓ Promotions
  - ✓ Transfers
  - ✓ Trainings
  - ✓ Leaves
  - ✓ Publications
  - ✓ Deputations

<u>Step – 5 : After remarks</u> 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).



### 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



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

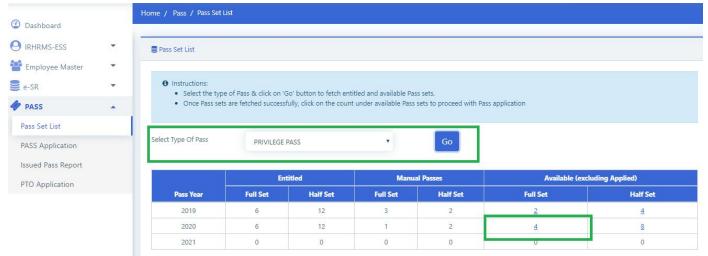
pop up will appear to prompt user to complete family Declaration.



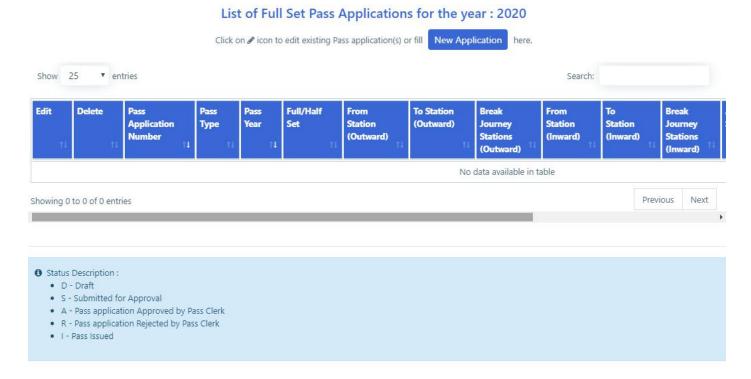
5. Select the members for Pass Family Declaration and click on '*Submit'* button. This declaration will now be forwarded to the Pass Clerk for further action. Once Accepted by Pass Clerk, employee can now apply for e-Pass.

### e-Pass Application:

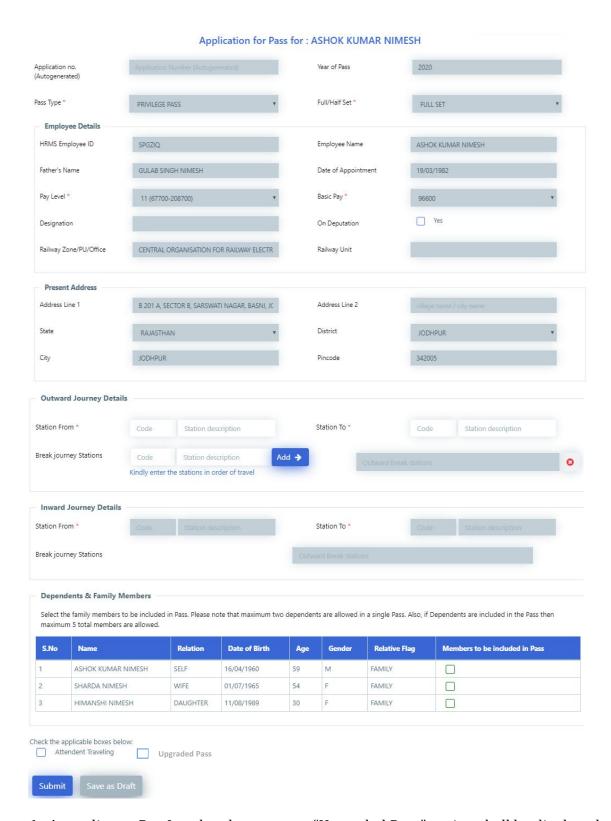
- 1. Click on *Pass > Pass Set List* menu.
- 2. Select *Pass Type: Privilege Pass* and click on '*Go*' button. The entitled & available, full/half Pass sets will be shown.



- 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.



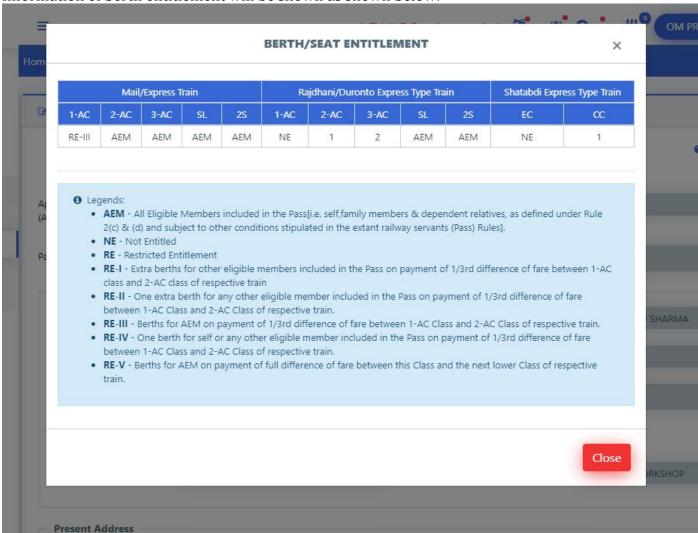
5. Page for new application will open. Details of employee and list of members will be shown to employee. Fill in the travelling details and select the family members to be included in Pass.



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

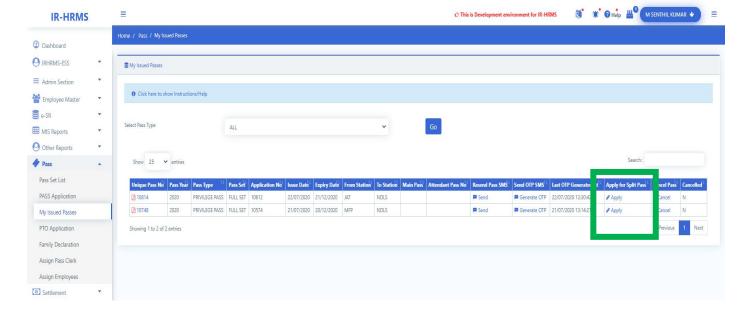


Information of berth entitlement will be shown as shown below:

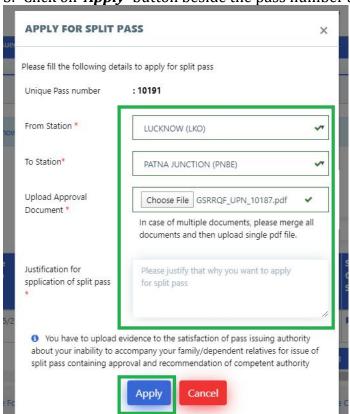


#### **Application for Split Pass:**

- 1. Login to HRMS application.
- 2. Go to *Pass > My Issued Passes* menu. List of all issued passes will be shown.

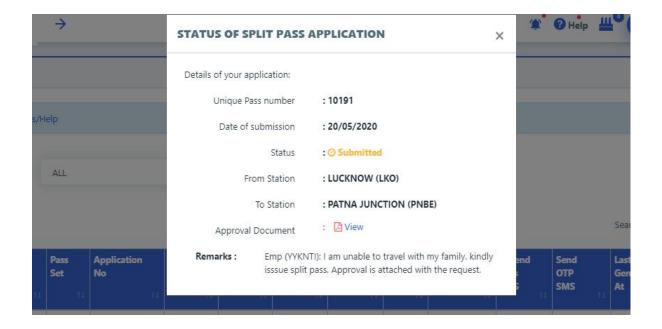


3. Click on 'Apply' button beside the pass number against which split pass needs to be applied



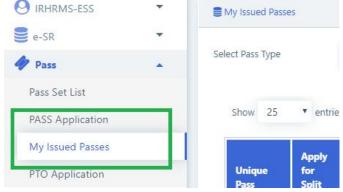
- 4. Select From & to stations of travel and upload the necessary documents(approval from competent authority). Also enter the reason for applying split pass and click on '*Apply*' button. The application will be forwarded to Pass Clerk for further action.
- 5. To view status of your request, click on 'Applied' and details of your application will be shown



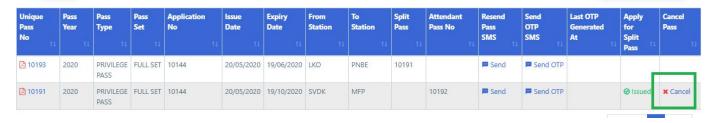


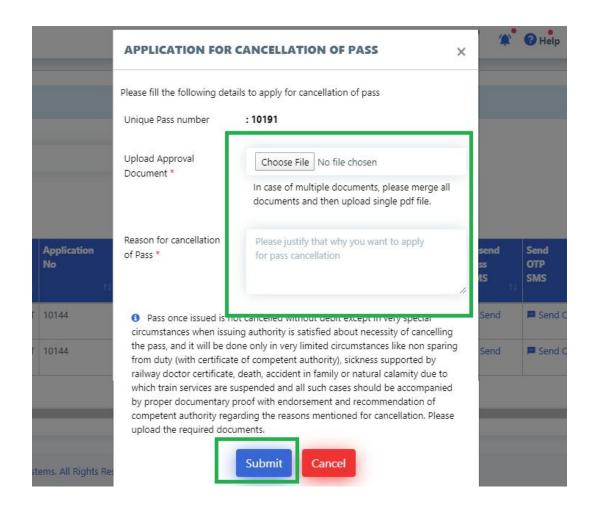
#### **Pass Cancellation Request**

- 1. Login to HRMS application
- 2. Go to *Pass > My Issued Passes* menu. List of all issued passes will be shown

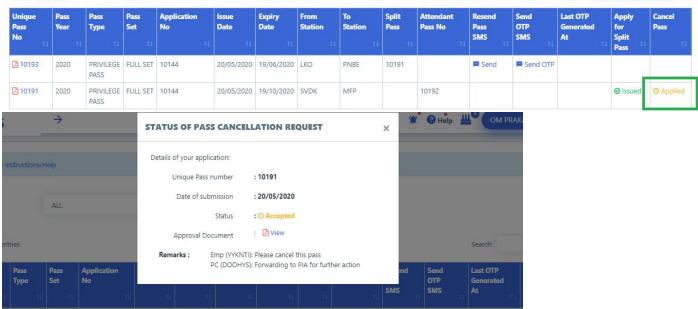


3. Click on '*Cancel*' against the UPN which needs to be canceled. Enter reason for cancellation, upload the approval document form competent authority and click on '*Submit*' button. The request will be forwarded to Pass clerk for further action.

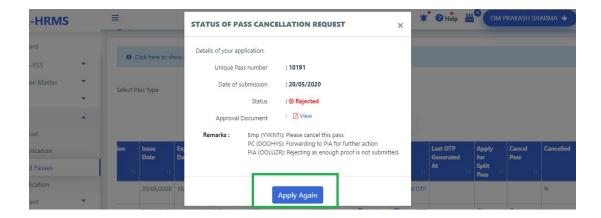




4. To view status of your request, click on 'Applied' against the pass for which cancellation request was submitted. A pop up will appear with request details



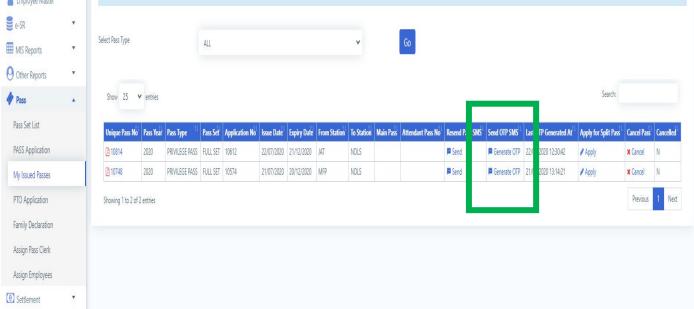
**5.** If your request was Rejected, you can apply again by clicking on 'Apply Again' button on the same pop-up screen



#### **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



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



### Transaction at the PRS Counter

- Provision to do transactions on e-pass & e-PTO is made available in the PRS system.
- ECRC has to enter the concession codes for booking registered e-pass & e-PTO as:
  - ✓ To book on e-Pass EPRPAS
  - ✓ To book on e-PTO EPTO
- ECRC has to take the 4 digit pre-generated OTP and pass number from the passenger, opted for booking on e-Pass & e-PTO.
- This 4 digit pre-generated OTP number which is mandatory needs to be entered in the issuing station code field.

### Transaction at the PRS Counter

- Pass number which is mandatory needs to be entered in passenger wise in ticket number field.
- Applicable class input is not required from the e-pass / e-PTO passenger.
- If the transaction is valid, then booking on e-Pass / e-PTO will be allowed.
- If transaction is not valid then booking will not be allowed further with a message indicating the ECRC about the reason for disallowing booking.
- ECRC will be allowed to edit passenger / journey details as per error / alert messaged displayed.

### **Issued Pass**

#### e-Pass

( MINISTRY OF RAILWAYS)

UPN: 10191 Issue Date: 20-05-2020

Pass Type: PRIVILEGE PASS Pass Year: 2020 Set: FULL SET

#### NORTH WESTERN RAILWAY

This pass allows traveling with 140 kg of luggage free for each adult and half of that quantity for each child and one attendent in Second Class with 50 kgs luggage

Department: MECHANICAL Designation: DEPUTY Unit: JODHPUR WORKSHOP

DIRECTOR GENERAL

Issued to: OM PRAKASH SHARMA/59, MANALI SHARMA/DAUGHTER/32, INDU SHARMA/WIFE/54, MEENAL SHARMA/DAUGHTER/26, ROHIT/GRAND-SON/9

From: SHRI MATA VAISHNO DEVI KATRA To: MUZAFFARPUR JUNCTION

Permission to Outward Break Journey at: UHP, JAT, NDLS, CNB, LKO, PNBE

Return Journey:

From: MUZAFFARPUR JUNCTION To: SHRI MATA VAISHNO DEVI KATRA

Permission to Return Break Journey at: MFP, PNBE, LKO, CNB, NDLS, JAT, UHP

Journey Valid Upto: 19-10-2020

Attendant Pass No: 10192

Issuing Station: JU Issuing Authority:

Division: JODHPUR WORKSHOP Name: BASANT SINGH PURBIA

HRMS ID: OOLUZR

Designation: SME/WORKSHOP

Pass Issuing Date: 20-05-2020

Arrival Date

PNR Train no From To Departure Date

#### Berth/Seat Entitlement

ľ	Mail/Express Train					Rajdhani/Duronto Express Type Train					Shatabdi Express Type Train	
ľ	1-AC	2-AC	3-AC	SL	28	I-AC	2-AC	3-AC	SL	2:S	EC	CC
	RE-III	AEM	AEM	AEM	AEM	NE	1	2	AEM	AEM	NE	1

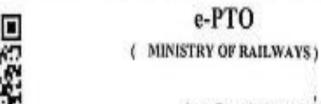
#### Legends

- + AEM All Higible Members included in the Poss[i.e. self,family members & dependent relatives, as defined under Rule 2(c) & (d) and subject to other conditions stipulated in the extant railway servants (Pass) Rules].
- NE Not Entitled
- \* RK Restricted Entitlement
- RE-I Extra berths for other eligible members included in the Pass on payment of 1/3rd difference of fare between 1-AC class and 2-AC class of respective train.
- RE-II One extra both for any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- + RK-III Berths for AEM on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-IV One both for self or any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- \* RE-V Berths for AHM on payment of full difference of fare between this Class and the next lower Class of respective train.

#### Note:

- This e-Pass is non transferable.
- Ticket can be booked based on the berth entitlement shown above only.
- An OTP needs to be generated everytime before a ticket can be booked against this pass. To generate the OTP, login to HRMS application, go to 'My Issued Pass' and click on 'Generate OTP' against the pass.
- OTP shall be valid for certain duration only which will be mentioned in the OTP SMS. Ticket should be booked within that duration only.
- Pass number and OTP should be entered against each passenger.
- Different Passes can be used in single ticket booking.
- PRS ticket hooking application has option to enter maximum of 16 characters of each passenger's name. HRMS's Pass system validates first 16 characters of passenger's name. So make sure to enter exact first 16 characters of passenger's name as mentioned in pass.
- . Similarly exact age and gender (as mentioned on the pass) of the passenger should be entered at the time of ticket booking.

### e-PTO



UPN: 10896

Issue Date: 02-09-2020

PNR Trais so From To Departure Date Arrival Date Travel km Legende: \*-Canacilled tickets, #-Nine bisse, \*-Alterdant Yicket

Pass Type: PRIVILEGE TICKET ORDER

Pass Year: 2020

Set : HALF SET

NORTHERN RAILWAY

Department: PERSONNEL

Designation: OFFICE SUPERINTENDENT

Unit: FIROZPUR

Issued to: AMANDEEP SINGH/37, JASKIRAT SINGH/SON/6, PARMINDER KAUR/WIFE/36, HARJAS SINGH/SON/6

From: FIROZPUR CANTT.

To: LUCKNOW

Return Journey:

---- N/A -----

Journey distance: 838 km Journey Valid Upse: 01-02-2021

Issuing Station: FZR Division: FIROZPUR assuing Authority:

Name: VARINDER BAKSHI

HRMS ID: QQJPJB

Designation: CHIEF OFFICE SUPERINTENDENT

Pass Issning Dray: 02-09-2020

### Transaction at the PRS Counter

- Cancellation of tickets on e-Pass / e-PTO is allowed only if cancellation is valid as per the rules.
- Following transactions are not allowed for PNRs booked on e-Pass / e-PTO:
  - ✓ Modification of Tickets
  - ✓ Bulk Booking
  - ✓ Connecting Journey bookings
  - ✓ Name / Age / Gender change after booking
  - ✓ Fare enquiry is not allowed
- Transactions on existing concession codes for pass/PTO shall be allowed for those holders who have not registered for e-Pass or e-PTO.

## **IRCTC** Login

28-Jul-2020 [21:29:58] ALERTS A A A + CONTACT US REGISTER LOGIN OLD WEBSITE ASK DISHA हिंदी

⟨ IRCTC | Exclusive | Exc

TRAINS HOLIDAYS STAYS FLIGHTS LOYALTY MEALS PROMOTIONS AT STATIONS IRCTC eWallet MORE





RuPay

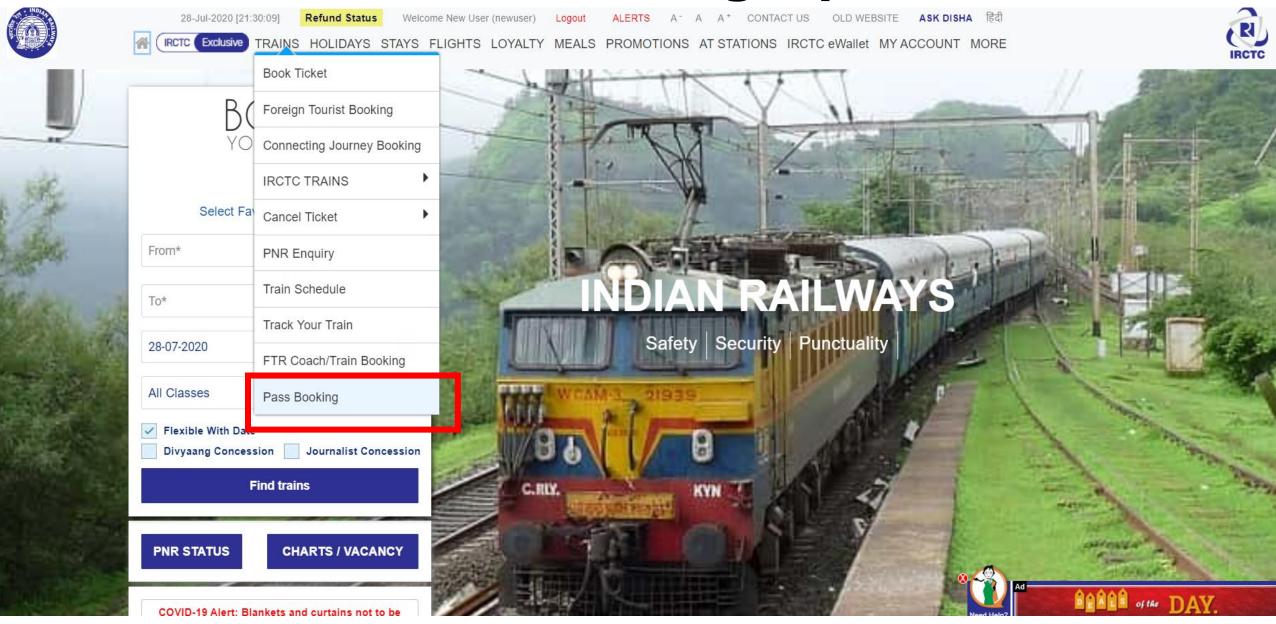
PLATINUM

×

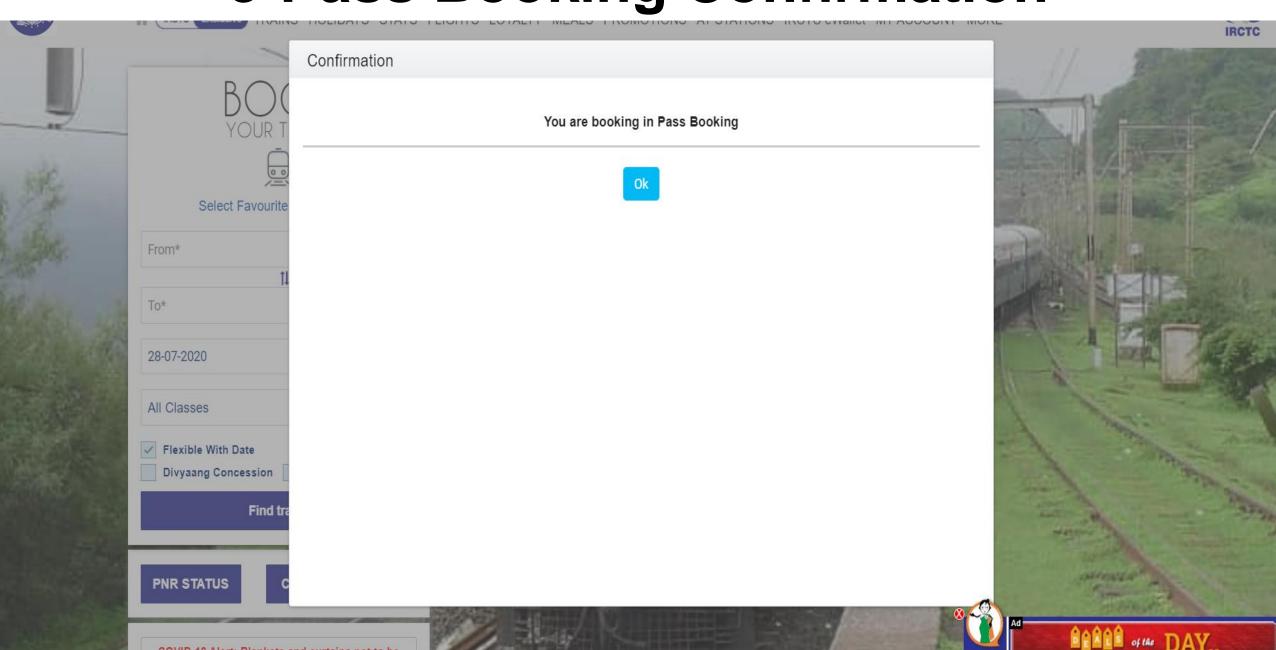


VLIAY KUMAR

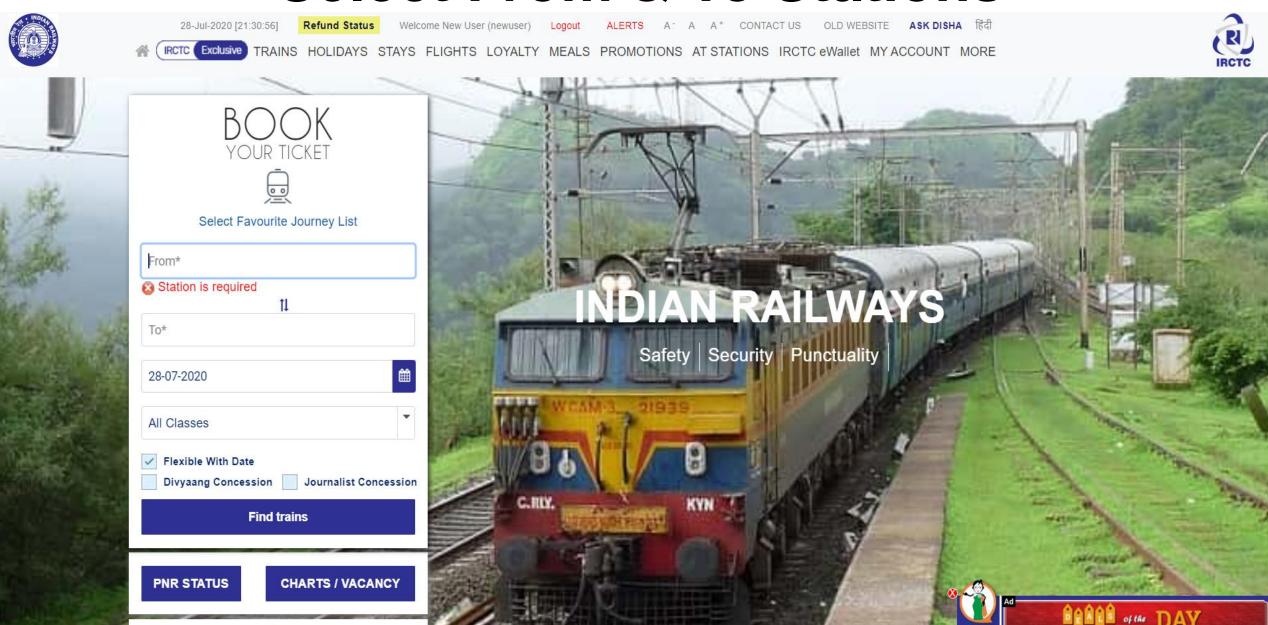
# e-Pass Booking Option



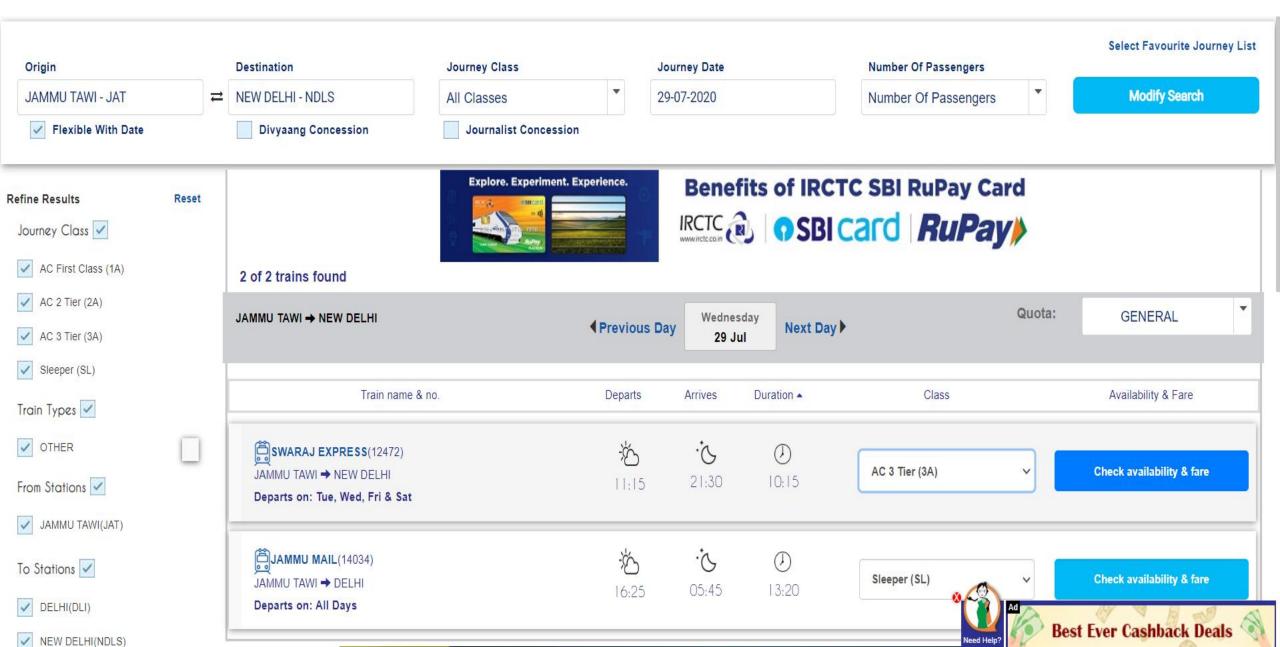
# e-Pass Booking Confirmation



## **Select From & To Stations**

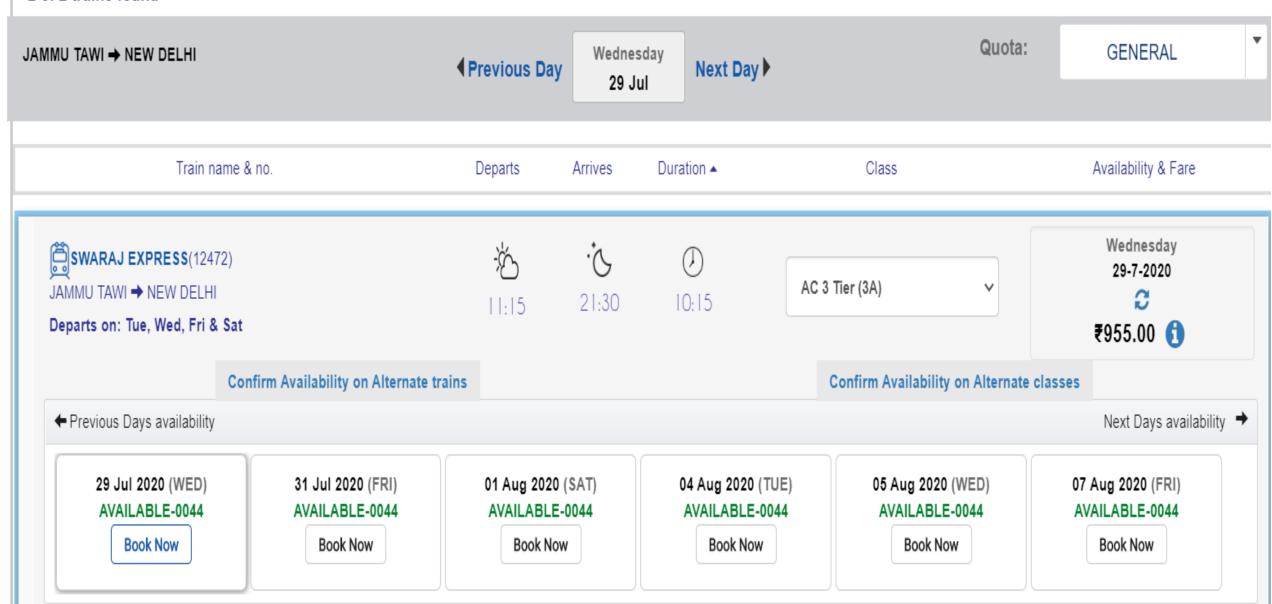


### **Train & Berth Selection**

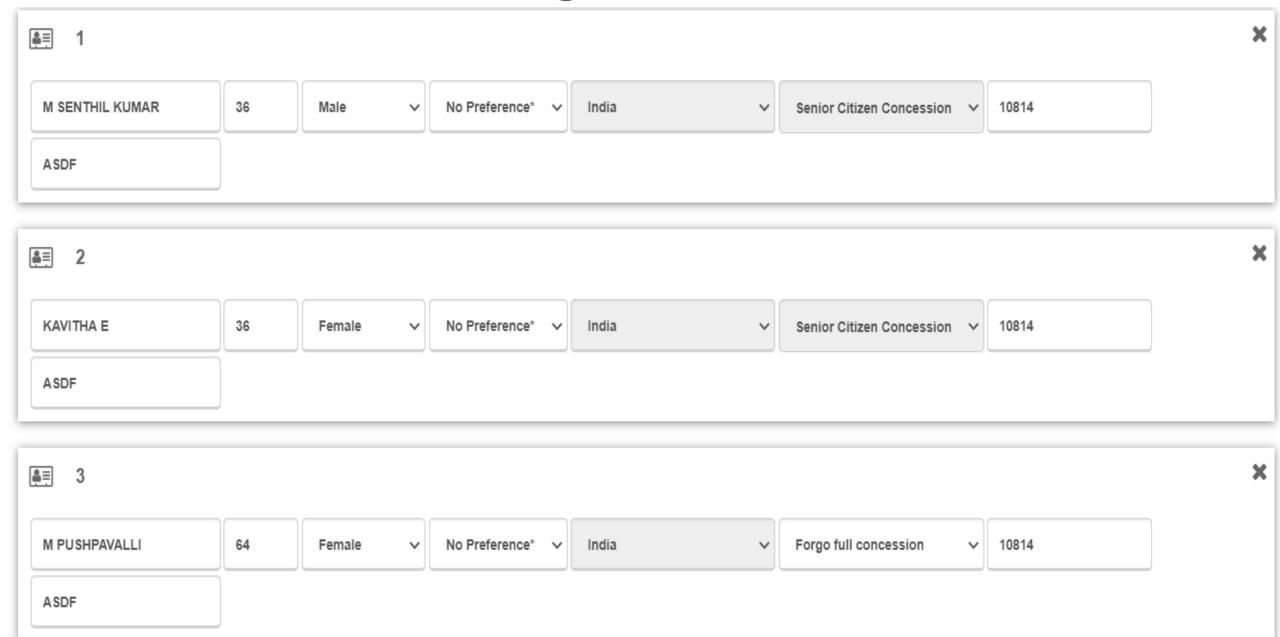


# **Journey Date Selection**

#### 2 of 2 trains found



# Passengers & e-Pass



## **Mobile Number & Address**

Iravel Insurance  Do you want to take Travel Insurance (₹0.49/person)?  Yes and I accept the terms & conditions  No												
GST Identification Number(	GSTIN)											
Your Destination Address												
3RD	FLOOR		110021									
South West Delhi	Chanakya Puri S.O	~										
	ISD-Mo	bile Number: 91	09971117166									
sent to this email	SMS will be sent to this number											
	Please enter a valid mobile number											
Please select the payment mode to proceed												
Net Banking / Wallets / Bharat QR / Pay		○ Pay through BHIM/UPI Convenience Fee: ₹20/- + GST										
	GST Identification Number(  3RD  South West Delhi   cl@gmail.com e sent to this email	GST Identification Number(GSTIN)  3RD FLOOR  South West Delhi	GST Identification Number(GSTIN)  3RD  FLOOR  South West Delhi  Chanakya Puri S.O  ISD-Mobile Number: SMS will be se Please enter a v  oceed  Net Banking / Wallets / Bharat QR / Pay on  Pay through BHIM/UR									

## **Passenger Detail Confirmation**

JAMMU TAWI (JAT)

Departure: 29 Jul 2020 11:15 hrs

NEW DELHI (NDLS)

Arrival: 29 Jul 2020 21:30 hrs

Availability Status: AVAILABLE-0044 \*

### **Travelling Passengers**

M SENTHIL KUMAR 36 | M

Opt Berth: Yes Nationality:India Senior Citizen:No

Pass Number: 10814

KAVITHA E 33 | F

Opt Berth: Yes Nationality:India Senior Citizen:No

Pass Number: 10814

### M PUSHPAVALLI 64 | F

Opt Berth: Yes Nationality:India Senior Citizen:Yes

Option for Senior Citizen Concession: Concession Not Opted

Pass Number: 10814



### SWARAJ EXPRESS (12472)

AC 3 Tier (3A), GENERAL Quota, 3
Travellers

Ticket Fare: ₹0.00\*

Convenience Fee: ₹35.40

(Incl. of GST)

Travel Insurance Premium: ₹0.00

(Incl. of GST)

Total Fare: ₹35.40

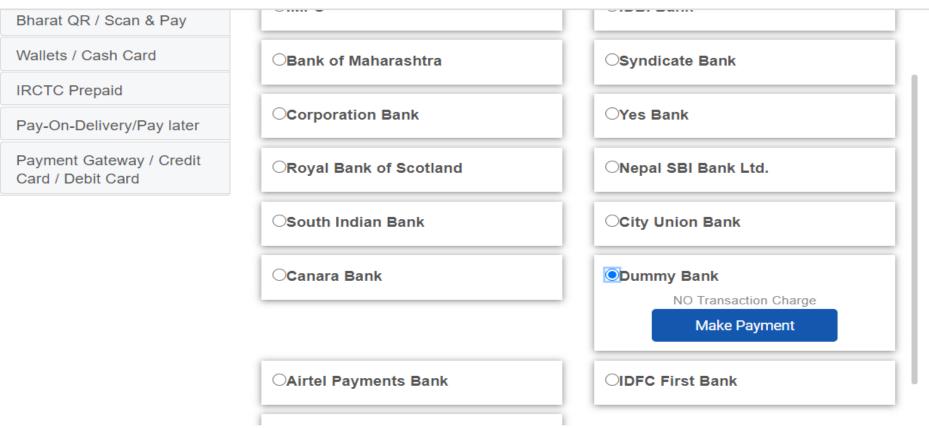
RUPEES THIRTY FIVE AND FORTY

PAISA

\*Ticket fare includes total GST of

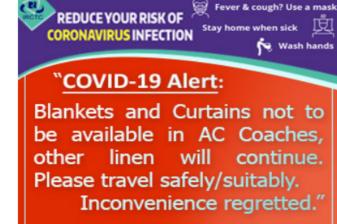
₹0.00

# Payment Mode



In case of cancellation, the refund will be applicable as per New Railway Refund Rules. Please visit "Refund Rule" section at IRCTC home page.







### **Booked ticket PNR details**

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.

PNR NO: 2636130893

Transaction ID. 200000069494209

Train No. 12472

Date

Adult

Child

0

Class AC 3 Tier (3A) Quota

GENERAL

**SWARAJ EXPRESS (12472)** 

Wednesday, July 29, 2020

JAMMU TAWI (JAT)

Departure: N.A.

**NEW DELHI (NDLS)** 

Arrival: N.A.

Boarding Station: JAMMU TAWI (JAT)

Jul 29, 2020

Ticket Type: E-ticket

K.M.: 577

Total Fare:: ₹35.40 (Rupees Thirty Five And Forty Paisa)



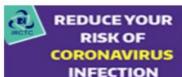
Scan code to view and save ticket on your mobile.

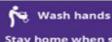
Print Ticket(English)

Print Ticket(Hindi)

Book Return/Onward Ticket

**Book Another Ticket** 







Stay home when sick



COVID-19 Alert: Blankets and Curtains not to be available in AC Coaches. other linen will continue. Please travel safely/suitably.

Inconvenience regretted."

Travelling Passengers

M SENTHIL KUMAR

36 | M | Upper

Coach:B2

Seat / Berth / WL No:27 (UB)

Nationality: India

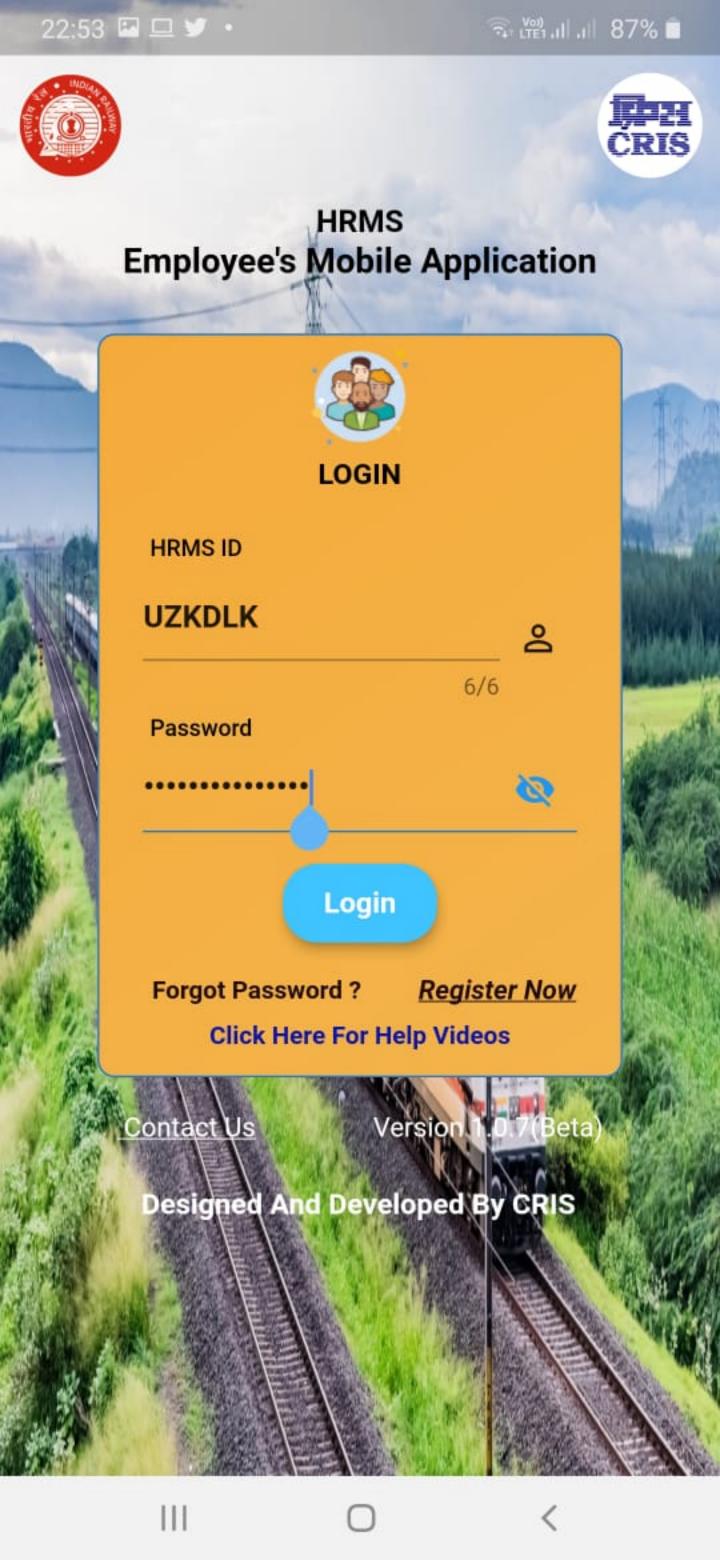
Booking Status: CNF

Concession: EPRPAS

Senior Citizen:No

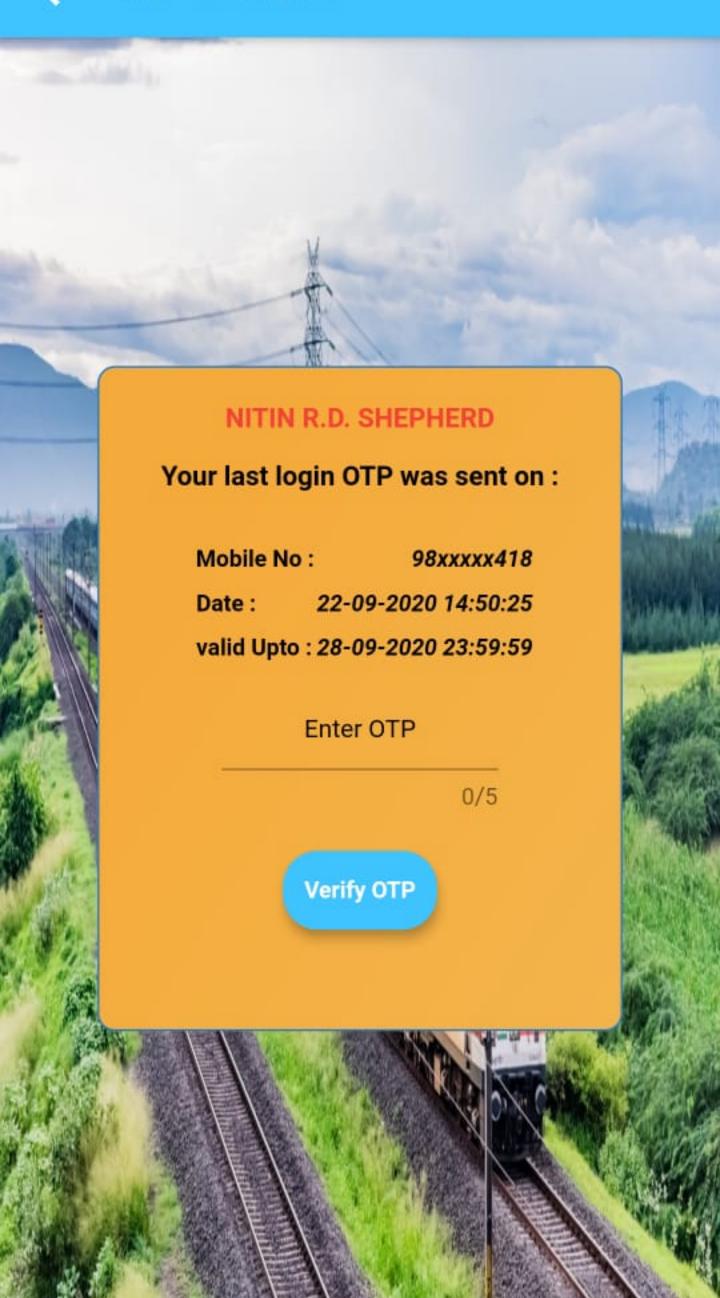
Insurance: No

Current Status: CNF Coach:B2



### **OTP Verification**

|||



# **Stinger Print/PIN**

|||

**Use Finger** 

**Generate PIN** 

SKIP



## **Generate Pin**



## **NITIN R.D. SHEPHERD**

# Please Create 4 digit PIN

Enter 4 digit PIN

0/4

Re-Enter 4 digit PIN

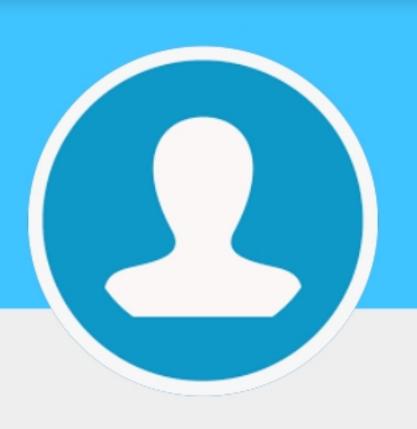
0/4

**Next** 

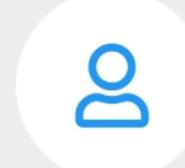
Skip



# **HRMS Application**



# **NITIN R.D. SHEPHERD**



My Profile



Scaned SR



e-SR



e-Pass