



दक्षिण मध्य रेलवे  
SOUTH CENTRAL RAILWAY

मंडल कार्यालय /Divisional Office,  
कार्मिक शाखा/Personnel Branch,  
गुंतकल /Guntakal,  
दिनांक /Date: 28.08.2020

सं/No.SCR/P-GTL/HRMS/Misc

**ALL CONCERNED,  
GUNTAKAL DIVISION.**

**Sub:** Implementation of HRMS and issue of e-PASS/e-PTO – Reg.  
**Ref:** Railway Board's Lr.No. PC-VII/2020HRMS/6, dated: 14.08.2020.

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As all are aware that the Indian Railways is marching ahead with innovations and making use of latest technology to extend almost services to the Railway Employees. Out of which IPAS, UMID Cards, HRMS, e-Pass/ e-PTO etc., are the unique programmes.

Guntakal Division is the **First Division** among the zone to enter and validate HRMS data of all the staff and issued **1<sup>st</sup> e-PASS/e-PTO**.

All Officers/Staff of Guntakal Division are requested to download the HRMS 'App' from the '**Google Playstore**' immediately and check the correctness of the data available. If any correction or updation of data is required a Helpdesk has been formulated with the following staff to meet the requirement. Their Mobile/ Whatsapp numbers are as under:

Sri. Y.Nagaraju - **9346006528**  
Sri. C.Vinoth Kumar - **9701374613**

Please utilize this opportunity and make the implementation of HRMS, issue of e-PASS/ e-PTO in favour of all the Officers/Staff on Guntakal Division a grand success.

Note:- The default **HRMS Password** for all the Officers/Staff is : **Test@123**

*Encl: Flow chart.*

**For Sr.DPO/GTL**

## FLOW CHART FOR AVAILING e PASS / e PTO

How to apply e-Pass/e-PTO

Go to HRMS website: [hrms.indianrail.gov.in/HRMS](https://hrms.indianrail.gov.in/HRMS)

Enter your HRMS User ID which you received on your Mobile

Enter OTP

Click ⇒ Pass

Click ⇒ Family declaration & if details are correct

After receiving accept message. Employee can apply the e-Pass

Click ⇒ Pass

Click ⇒ Pass Set list

Select ⇒ Privilege PASS / PTO

Click ⇒ Go

Details of availability of No. of Passes/PTOs will be displayed

Select year **2020 only** (Year 2019 should not be clicked since pass Validity period is completed)

Click on Number regarding full Set or Half Set depending on availability of the same


Click  **New application**

Application form will be displayed



All relevant data is to be filled regarding *to and fro* journey with break journey etc.,



Click  **Submit**



Automatically application will be forwarded to Pass Clerk



After Pass Clerk accepts, it will go to Pass Issuing Authority



If Pass Issuing Authority accepts application of Pass/PTO



Pass will be generated to the employee's ID at **My issued passes**



Employee can down load the Pass/PTO

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