GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No PC-VII/2020/HRMS/6 **New Delhi, dated.14.08.2020**

RBE No. 66/2020

All General Managers.
Zonal Railways.PSU,
NAIR, Training Institutes
(As per Standard Mailing List)

Chairman & Managing Director,
IRCTC,
11th Floor, Statesman House,
New Delhi

Managing Director,
CRIS,
Chanakyapuri,
New Delhi.

Sub: Guidelines for e-Privilege Pass/PTO Module of HRMS

With a view to promote digital/paperless ticketing, E-Privilege Pass/PTO Module of HRMS has been launched on 10.08.2020 and the same has been operationalised across all Indian Railways. In order to facilitate the same, data entry in two modules of HRMS, Employee Master and E-SR has almost been completed across all Zonal Railways.

2. The salient features of E-Privilege Pass/PTO module are as under :-

(i) E- Privilege Pass/PTO module shall be available initially to all serving employees of Indian Railways w.e.f. 24.08.2020 and privilege pass/PTO generated through digital mode can be utilised for booking physical tickets across PRS/UTS counters and online tickets through IRCTC.

(ii) The user guidelines and SOP of this module provided by CRIS are enclosed herewith.

(iii) No convenience fee shall be levied by IRCTC in case of online booking of tickets using E-Privilege Pass/PTO.

(iv) The provision of physical passes shall also be there upto 31.10.2020. Employees who wish to avail privilege Pass/PTO in the physical form can avail the same during this period. However, from 01.11.2020 onwards, Privilege Passes/PTOs will be available only in the digital form.

(v) The Complementary passes for retired employees in digital mode will be available tentatively wef 1.10.2020. The details of the scheme will be circulated in due course.

(vi) Those employees who have once switched to E-Privilege Pass/PTO module shall not be able to avail physical passes.

(vii) There will not be any restriction on using the physical pass availed till 31.10.2020 for booking the tickets through PRS/UTS counters till the validity of physical privilege pass/PTO. Since as per extant instructions validity of privilege Passes/PTOs is five months, w.e.f. 01.04.2021, there shall be no booking on physical passes across computerised Passenger Reservation System (PRS)/Unreserved Ticketing(UTS) counters.

.. 2/-

(viii) For reserved journey, ticket should be taken from PRS counter/IRCTC website. For unreserved journey, ticket should be taken from UTS counter/UTS Mobile App.

(ix) All rules pertaining to booking of ticket, revalidation, usage, charging etc. regarding privilege pass/PTOs in case of physical passes/PTOs shall remain same in e-privilege passes/PTO, with minor operational amendments, where ever required.

3. Necessary instructions may be issued to all concerned. The user guidelines and the SOP of this module may please be circulated amongst all concerned through all possible modes including e-mail, Notice Board etc. to create awareness.

4. This issues in consultation with the Establishment and Traffic Commercial Directorates of this office.

5. The above instructions along with enclosures have been uploaded in website - http://www.indianrailways.gov.in/railwayboard/→ Corporate Overview → Directorates → Pay Commission → Pay Commission-VII.

Annexure : E-pass - User Manual/Consolidated guidelines

(Mahendra Kumar Gupta)
Executive Director/PC-II
Railway Board

No PC-VII/2020/HRMS/6 **New Delhi, dated.14.08.2020**

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,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.

... 3/-

20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.

(Mahendra Kumar Gupta)
Executive Director/PC-II
Railway Board

No PC-VII/2020/HRMS/6 **New Delhi, dated.14.08.2020**

Copy forwarded to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan (with 35 spares)
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan (with 35 spares)
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

Copy to:-

OSDs/PSOs/Sr.PPSs/PPSs/PSs/PAs to:-
MR, MSR(S), MSR(G), CRB, FC, MS, M(TR), ME, M(RS), MT, M(S&T), M(MM), DG(HR), DG/RHS, DG/RPF, Secretary/Railway Board, All Additional Members/Advisors/Executive Directors/Joint Secretaries, Directors/JDs/DS/DD/US Railway Board.

All Branches Railway Board

...4/-

e-Pass Implementation Process

1. Unit Admin (Sr DPO in Division and Dy CPO/ SPO in other units) has to assign roles of Pass Admin (Branch Officers).
2. Pass Admin has to assign access role of Pass Issuing Authority (PIA) and Pass Clerk to concerned staff. Pass Clerks are then tagged to PIA.
3. Pass Admin has to assign Employees to PIA . Both group and one to one assignment provisions are available.
4. Pass Clerk has to enter already availed Manual Pass data of employee.
5. Availed manual pass data is available to Employee for confirmation. Employee can accept/return Manual Pass data to pass clerk for rectification. It needs final acceptance of employee.
6. Declaration in Family tab of Employee master is available to employee. Taking help of this Employee will submit family declaration for pass.
7. Pass Clerk may accept/reject family declaration for Pass submitted by employee. It has to be finally accepted by Pass clerk.
8. Employee can submit his e-Pass application. SMS will be sent to Employee and his/her PIA on submission of application.
9. Any Pass Clerk under employee's PIA can process employee's pass application. If found correct it is forwarded to PIA.
10. PIA issues the e- Pass. SMS will be sent to employee on pass generation.
11. Employee gets the generated e-pass and can use it for ticket booking at counter or online. Employee has to generate an OTP which is to be given as input /provided to ticket issuing authority while booking ticket.
12. For both Reserved/Unreserved journey tickets are to be booked.
13. At the time of booking ticket by employee, details of pass / earlier bookings are verified from HRMS system and ticket is booked.
14. Employee can also apply for cancellation of pass/ split pass online.

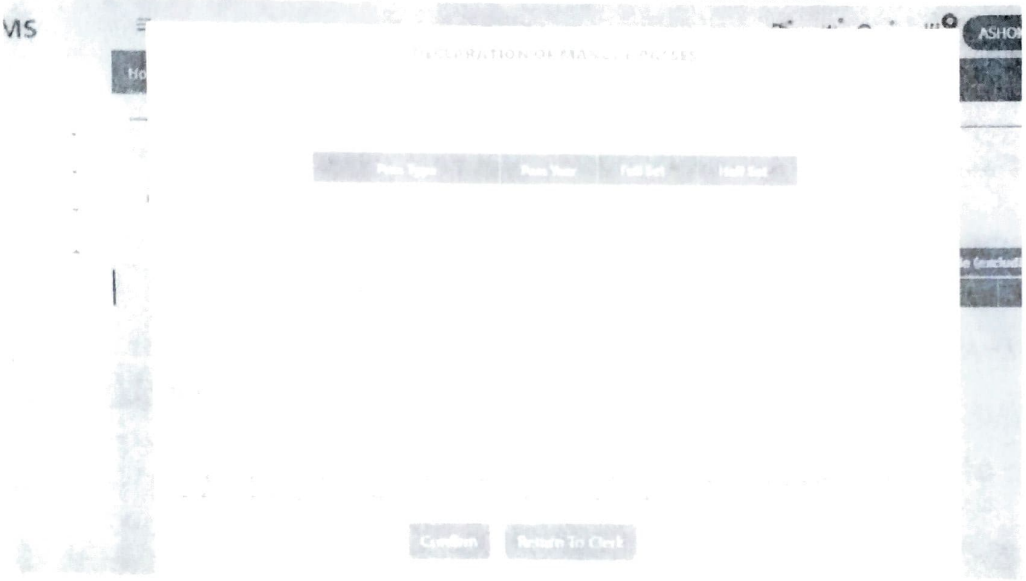
Pass Module- User Manual For Employee, Pass Clerk & PIA

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

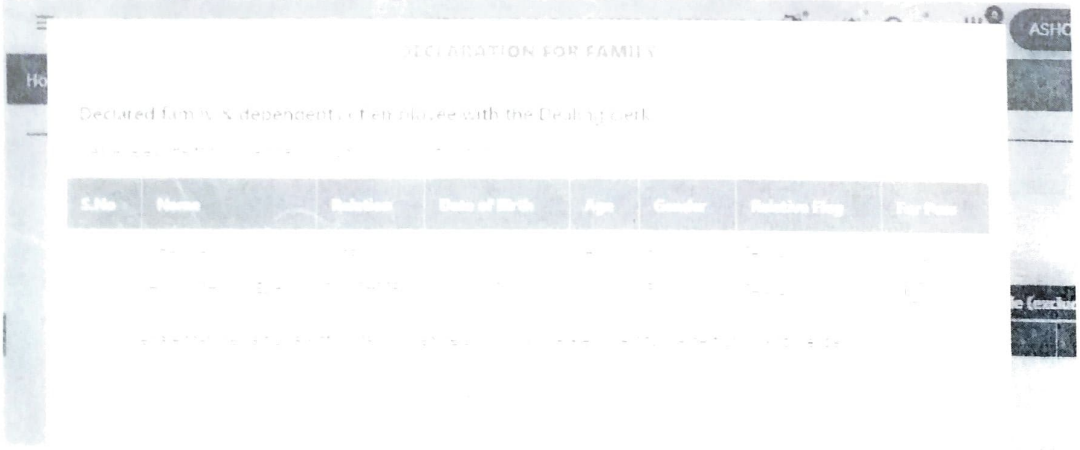
- **For Employee**

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



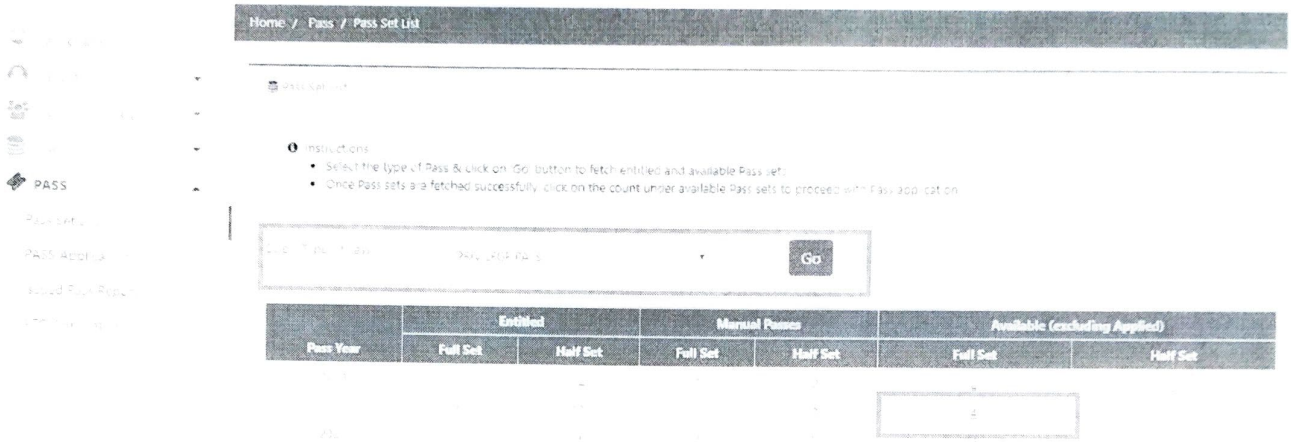
3. Click on '***Confirm***' button if the entered information is correct. If there is some discrepancy, click on '***Return to Clerk***' button to return it for modification to Pass Clerk.
4. Once Confirmed, now Family Declaration needs to be completed. Click on ***Pass Set List*** menu. A pop up will appear to prompt user to complete family Declaration.



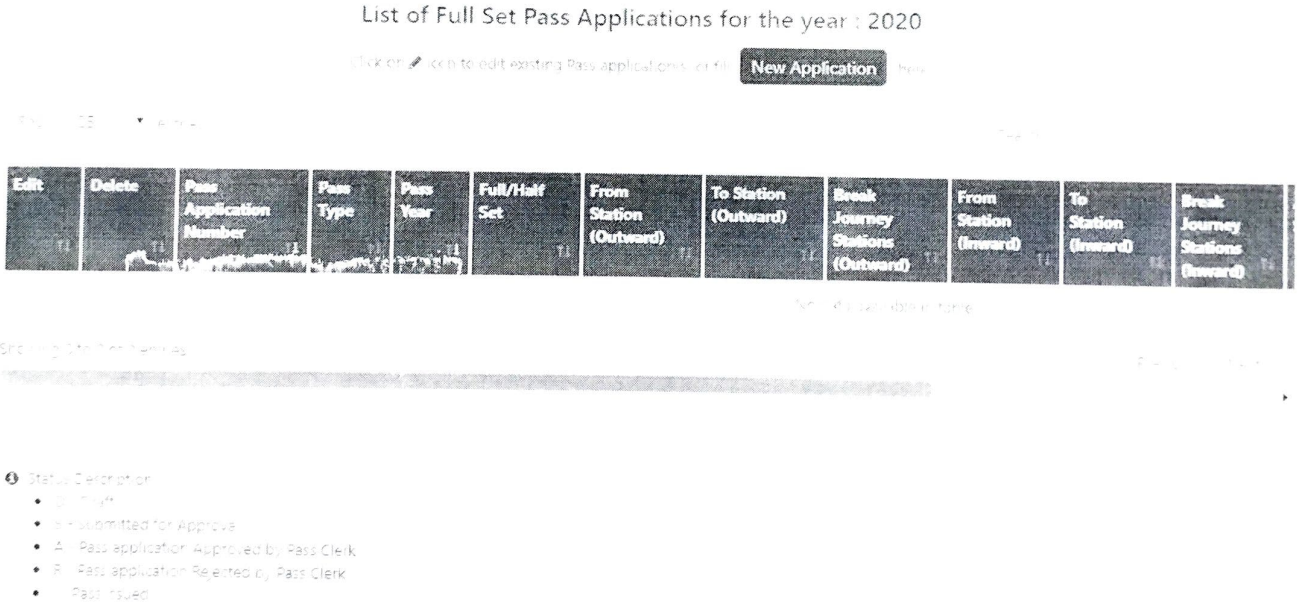
5. Select the members for Pass Family Declaration and click on '***Submit***' button. This declaration will now be forwarded to the Pass Clerk for further action. Once Accepted by Pass Clerk, employee can now apply for e-Pass.

e-Pass Application:

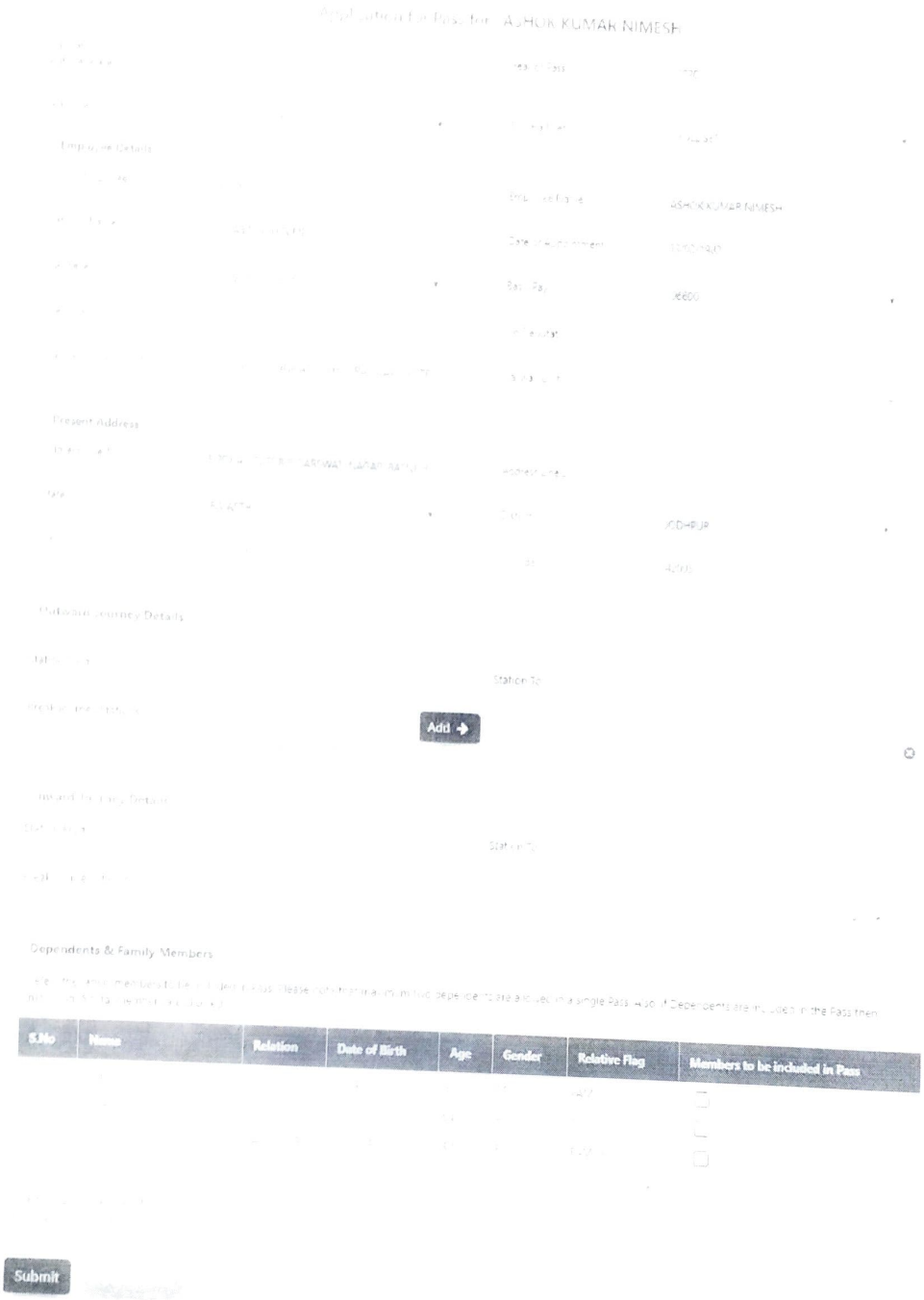
1. Click on ***Pass > Pass Set List*** menu.
2. Select ***Pass Type: Privilege Pass*** and click on '***Go'*** button. The entitled & available, full/half Pass sets will be shown.



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

Pass Application

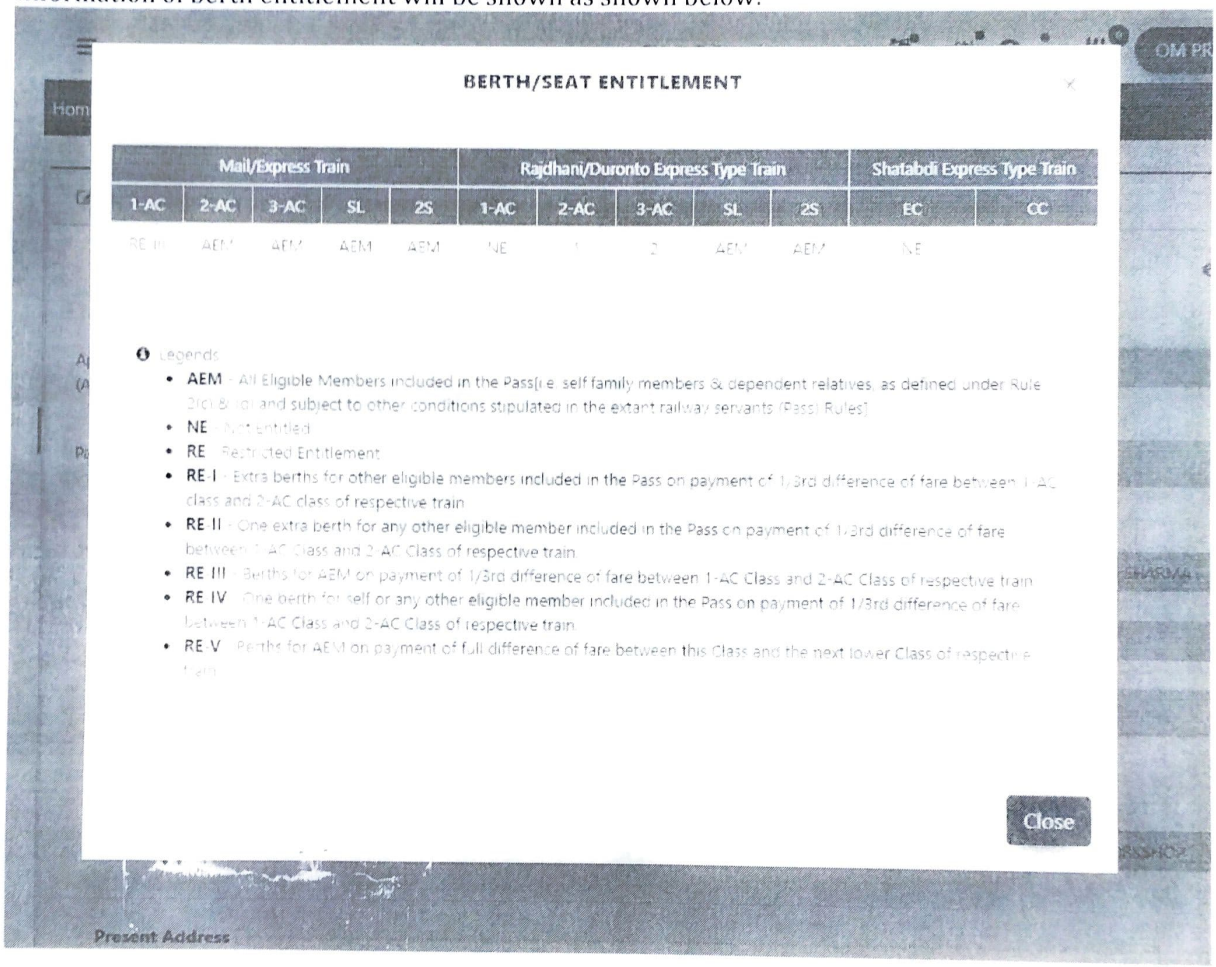
Application for Pass for : OM PRAKASH SHARMA

Year of Pass: 2020

Pass Type: PRIVILEGE PASS

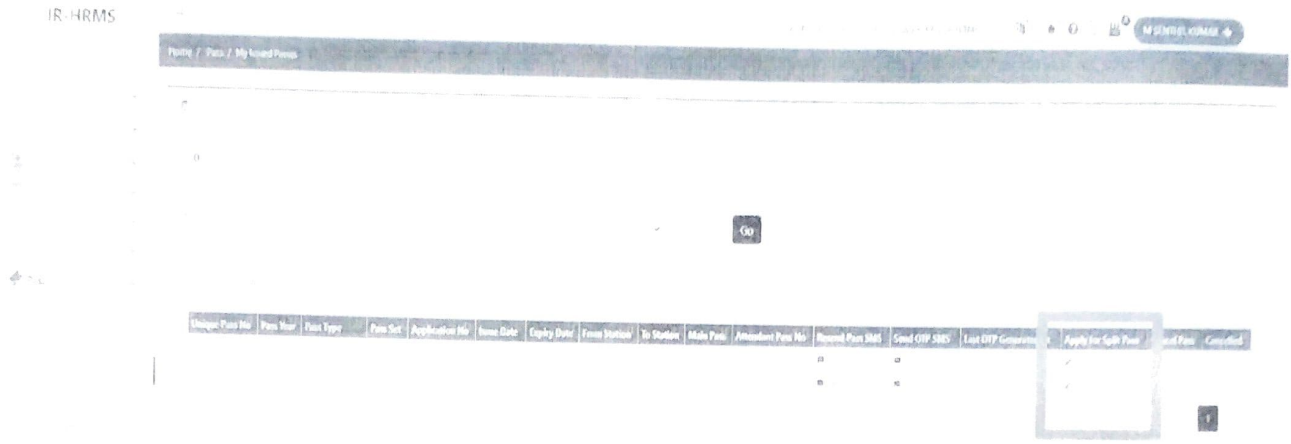
Full/Half Set: HALF SET

Information of berth entitlement will be shown as shown below:

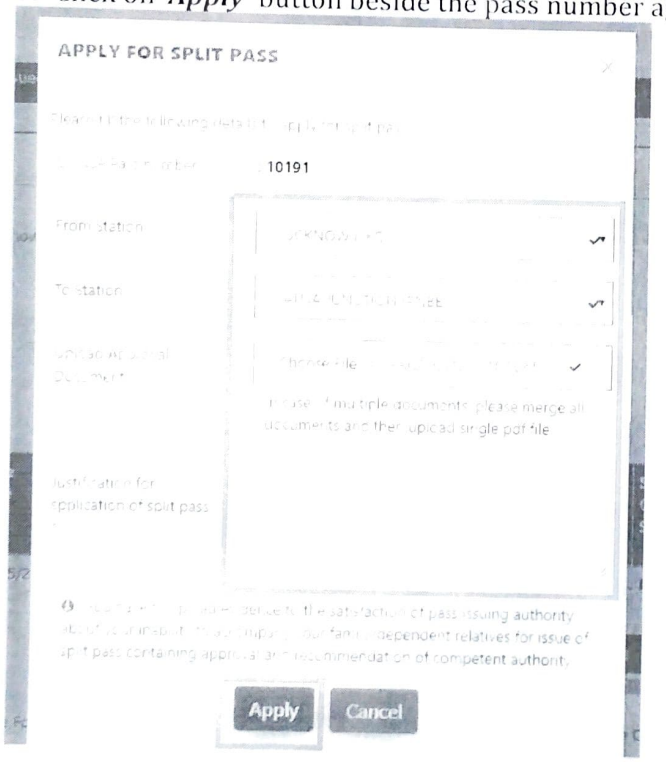


Application for Split Pass:

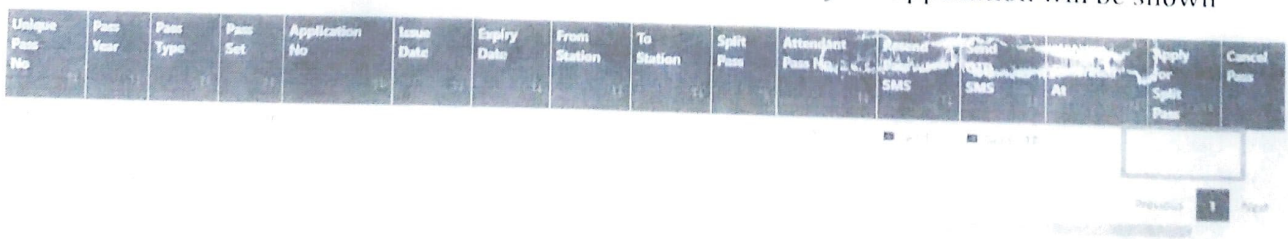
1. Login to HRMS application.
2. Go to ***Pass > My Issued Passes*** menu. List of all issued passes will be shown.

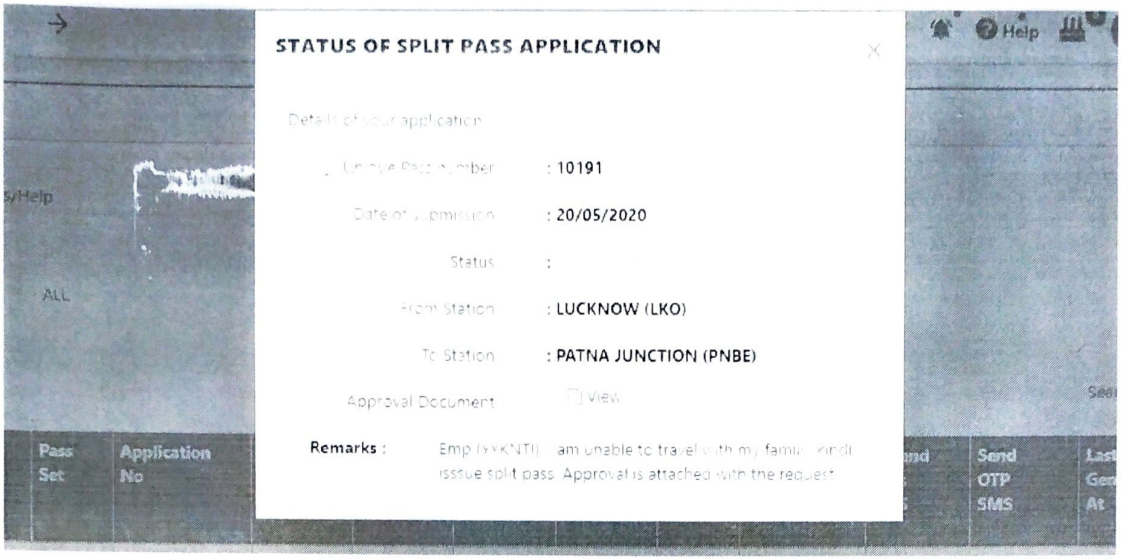


3. Click on '***Apply***' button beside the pass number against which split pass needs to be applied



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



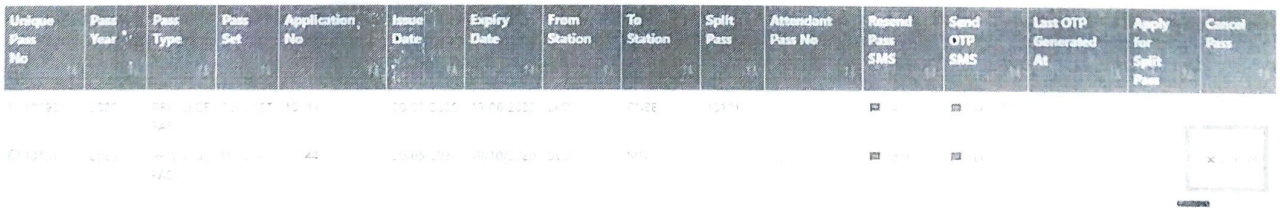


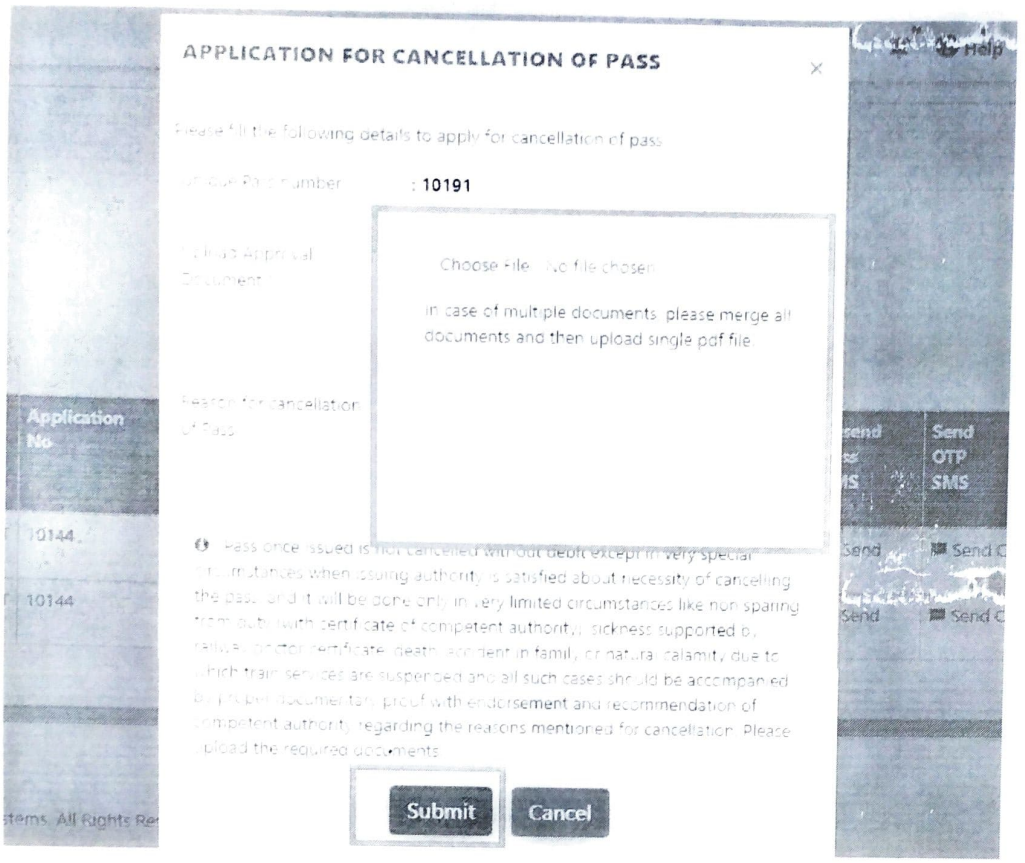
Pass Cancellation Request

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

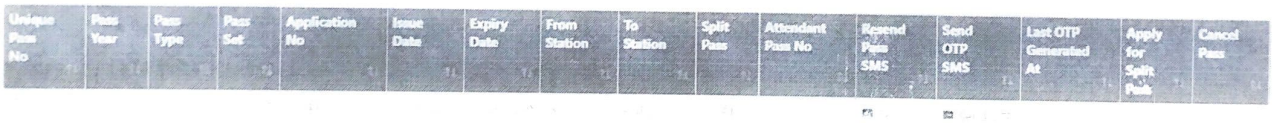


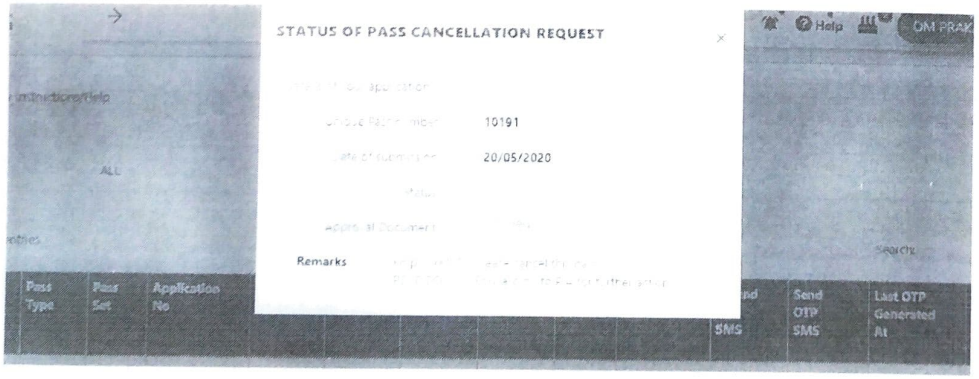
3. Click on '***Cancel***' against the UPN which needs to be canceled. Enter reason for cancellation, upload the approval document form competent authority and click on '***Submit***' button. The request will be forwarded to Pass clerk for further action.



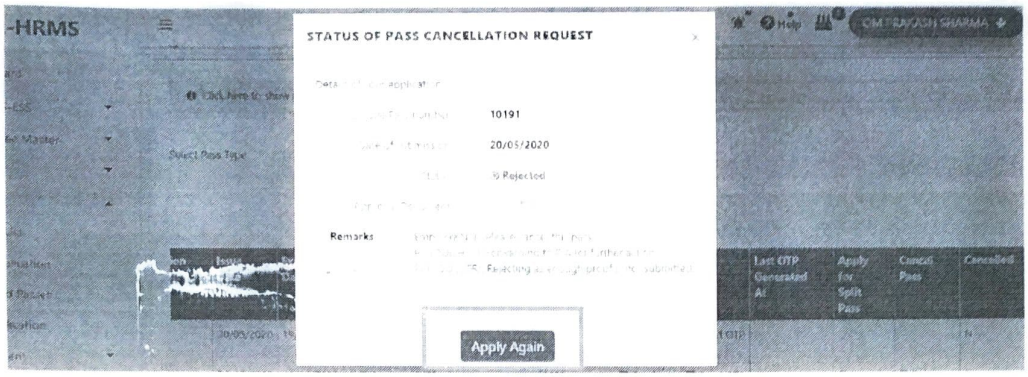


4. To view status of your request, click on 'Applied' against the pass for which cancellation request was submitted. A pop up will appear with request details



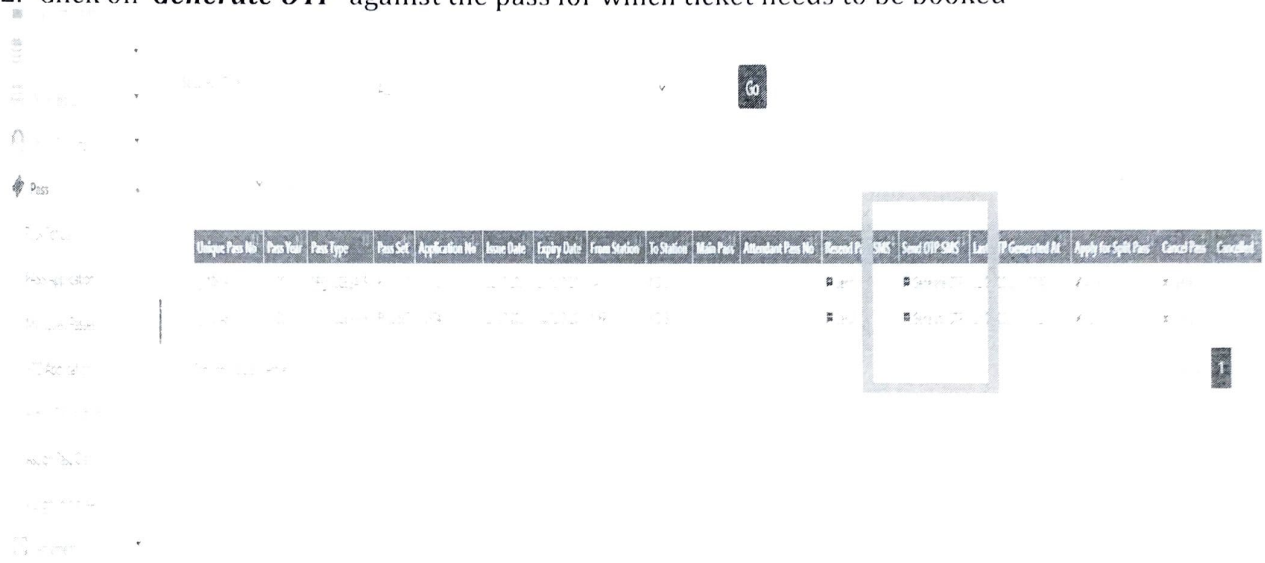


5. If your request was Rejected, you can apply again by clicking on 'Apply Again' button on the same pop-up screen

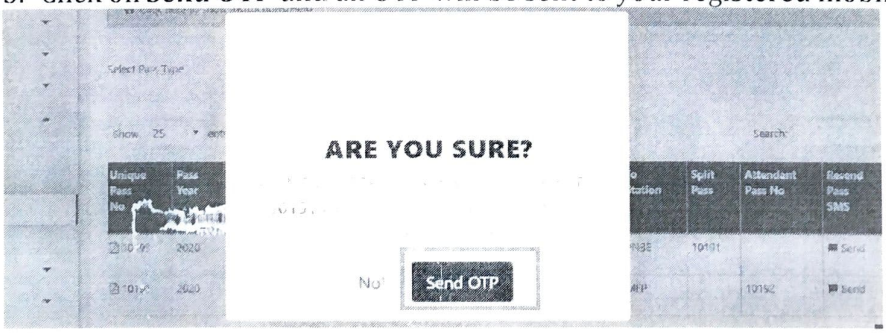


Generate OTP for ticket Booking

1. Go to '***Pass***' > ***'My issued Passes'***
2. Click on '***Generate OTP'*** against the pass for which ticket needs to be booked



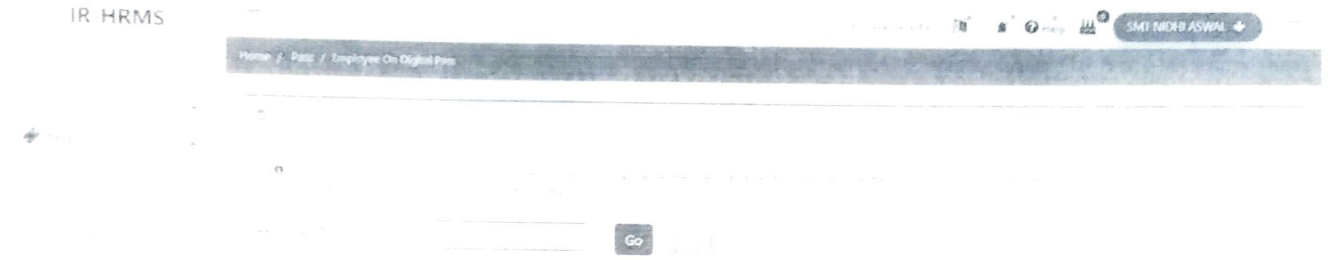
3. Click on ***Send OTP*** and an OTP will be sent to your registered mobile number



- **For Pass clerk:**

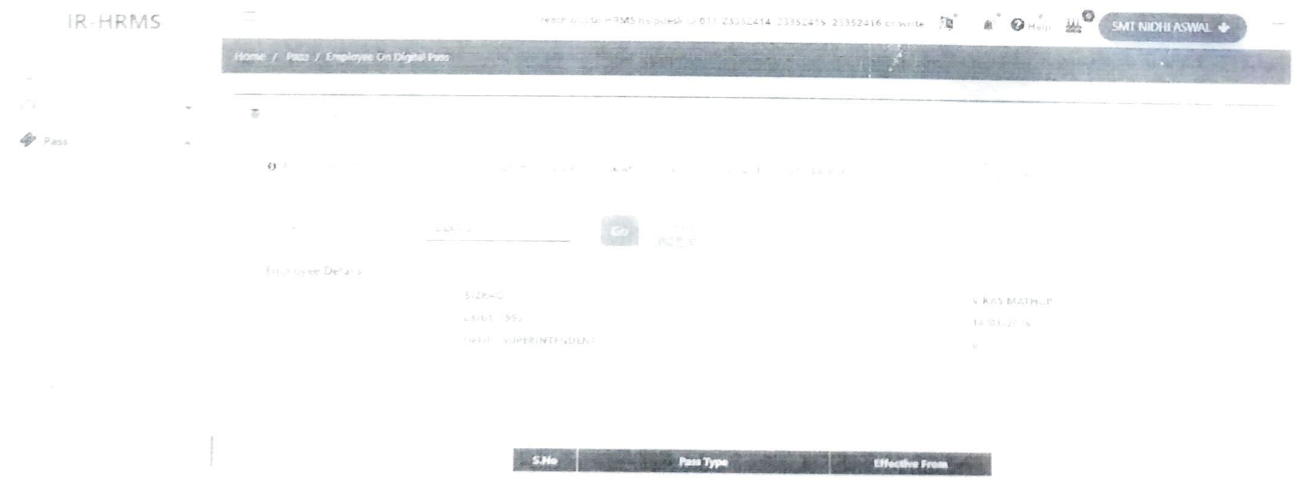
Employee on Digital Pass

1. Login To HRMS application
2. Go to ***Pass > Employee on Digital Pass*** menu



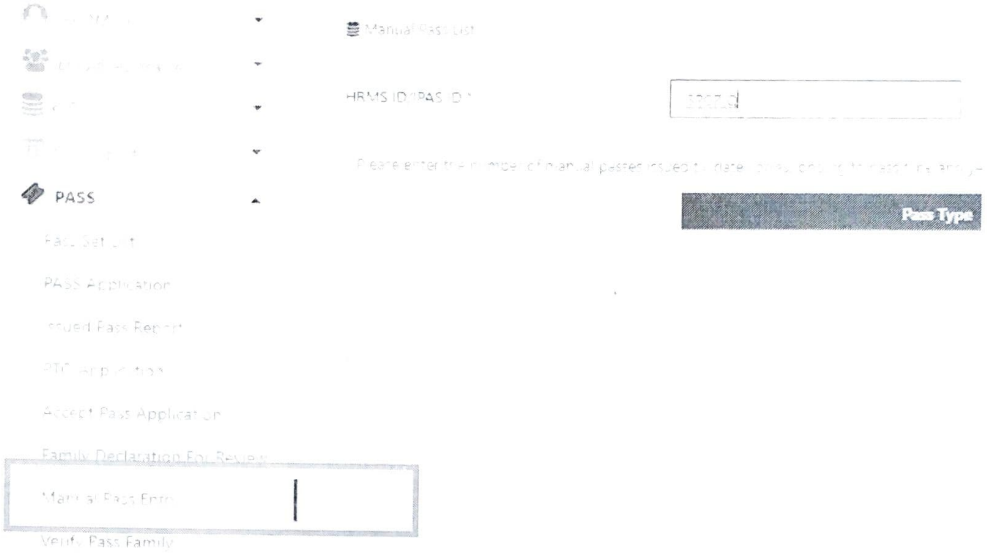
3.
4. Enter HRMS ID of the employee and click on '***Go***' button.

5. Employee's Basic detail and date on which employee come on digital pass system.

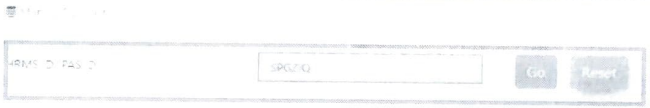


Manual Pass Entry

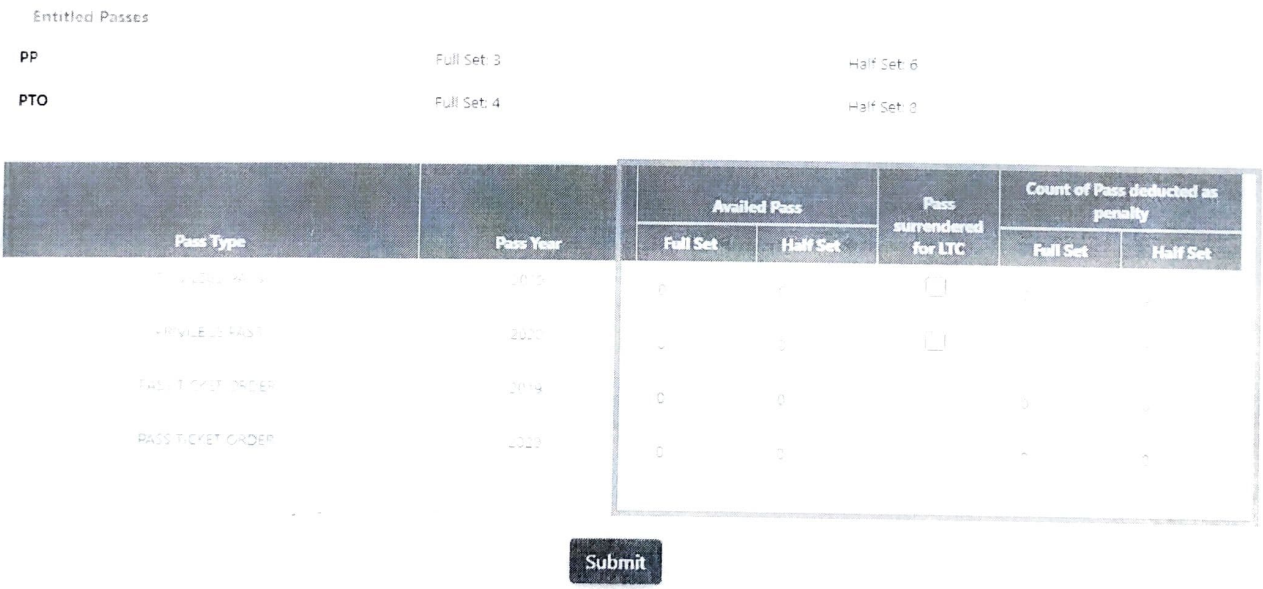
1. Login To HRMS application
2. Go to ***Pass > Manual Pass Entry*** menu



3. Enter HRMS ID of the employee and click on '***Go***' button.



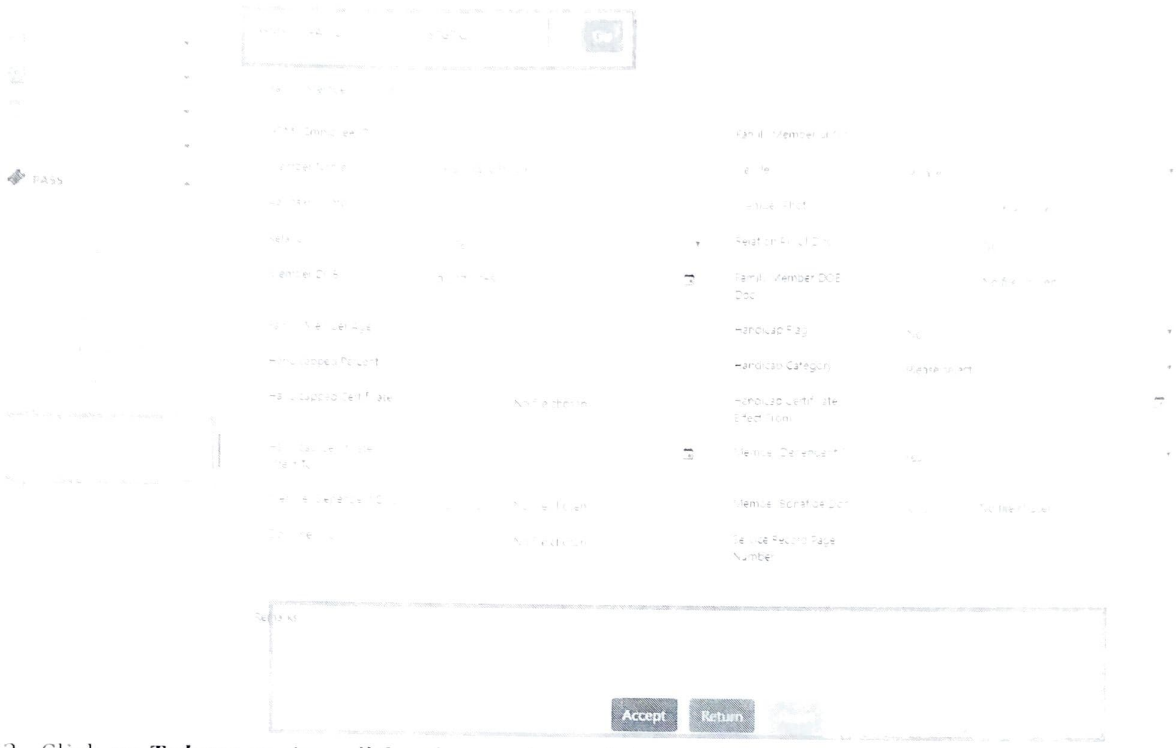
4. Enter the count of Full Set & Half Set Passes for the employee. If passes were surrendered for LTC, the check the checkbox against that year. Enter the count of passes deducted as penalty(if any) and click on '***Submit***' button.



5. On submitting, a **SMS** is sent to employee about its manual data entered in the system.

Acceptance of Family Declaration

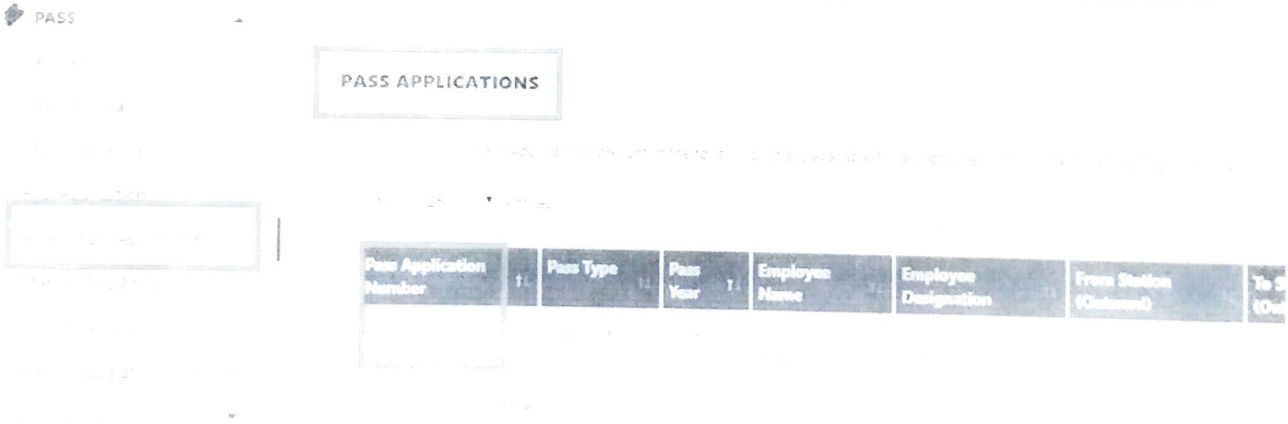
1. Click on ***Pass > Accept Pass Family*** menu
2. Enter HRMS ID of the employee and Click on '***Go***' button. Details of family members declared by employee will be shown.



3. Click on ***Tabs*** to review all family members of the employee.
4. Enter your remarks and click on '***Accept***' button if declaration is correct, click on '***Return***' if there is some discrepancy.

Accept Pass Application

1. Click on ***Pass > Accept Pass Application*** menu. List of Pass applications & Split Pass Applications will be shown to the clerk. Under Pass Applications click on pass application number to review it.



2. Review the application for journey & family details. Enter your remarks & click on '***Accept***' if pass can be forwarded to issuing authority. If there is discrepancy, click on Reject and the application will be rejected.

Inward Journey Details

Station From : MAS CHENNAI CENTRAL (MAS) Station To : JU JODHPUR JUNCTION (JU)

Break Journey Stations MAS,SC

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	DAUGHTER	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Remarks :

Accept Reject

3. To check for available passes of employee, click on '***Check entitled Pass sets***'

Accept Pass Application

Accept Pass Application for : OM PRAKASH SHARMA

Application No : 1009 Year of Pass : 2019

Pass Type : PRIVILEGE PASS Full/Half Set : HALF SET

List of available and entitled pass sets of employee will be shown

PASS SET ENTITLEMENT

Entitled PRIVILEGE PASS for OM PRAKASH SHARMA

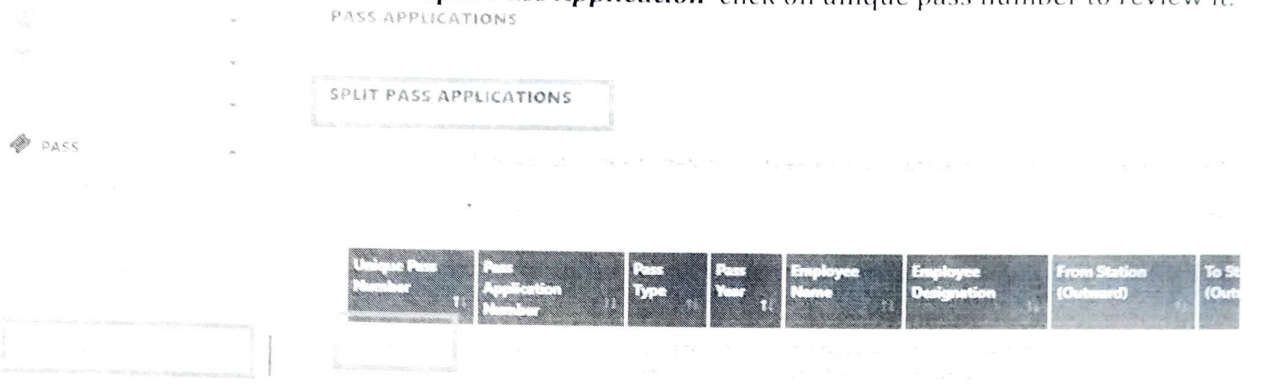
Pass Type	Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
		Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
PRIVILEGE PASS	2019	6	12	3	3	1	[illegible]
PRIVILEGE PASS	2020	6	12	1	1	1	[illegible]
PRIVILEGE PASS	2021	0	0	0	0	0	0

Close

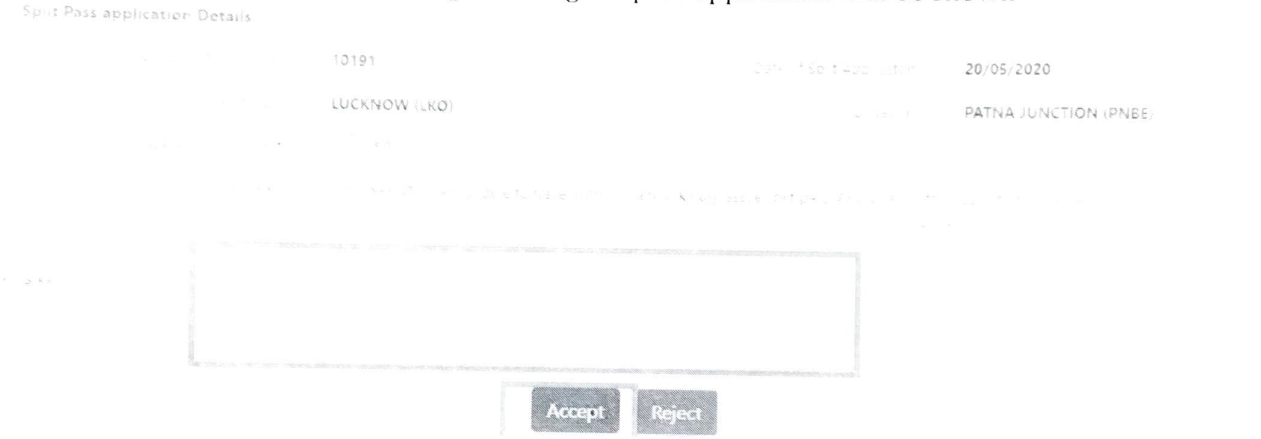
HRMS Employee ID : YYKATI Employee Name : OM PRAKASH SHARMA

Accept Split Pass Application

1. Click on ***Pass > Accept Pass Application*** menu. List of pass applications & Split Pass Applications will be shown to the clerk. Under '***Split Pass Application***' click on unique pass number to review it.



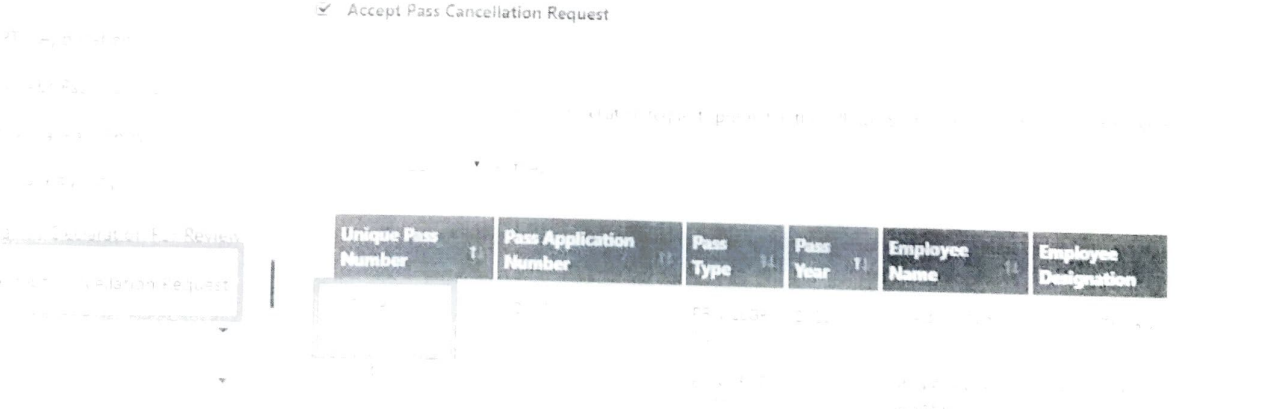
2. Split pass application details along with original pass application will be shown



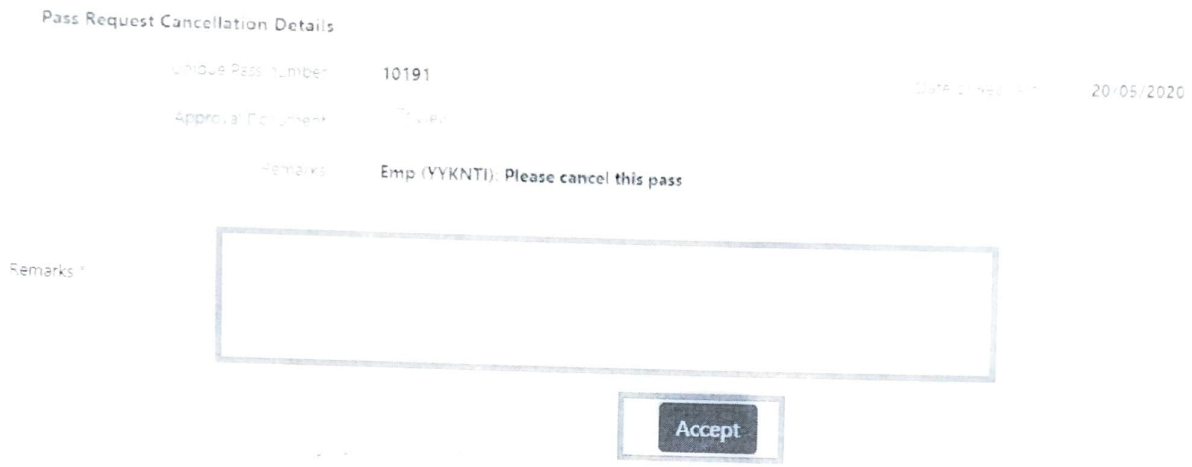
3. Enter your remarks and click on '***Accept***' icon to forward it to Issuing Authority, or on '***Reject***' button to reject the application

Accept Pass Cancellation Request

1. Login to HRMS application
2. Go to ***Pass> Accept Cancellation Request*** menu.
3. List of Pass cancellation Requests will be shown. Click on UPN to show details of the cancellation request



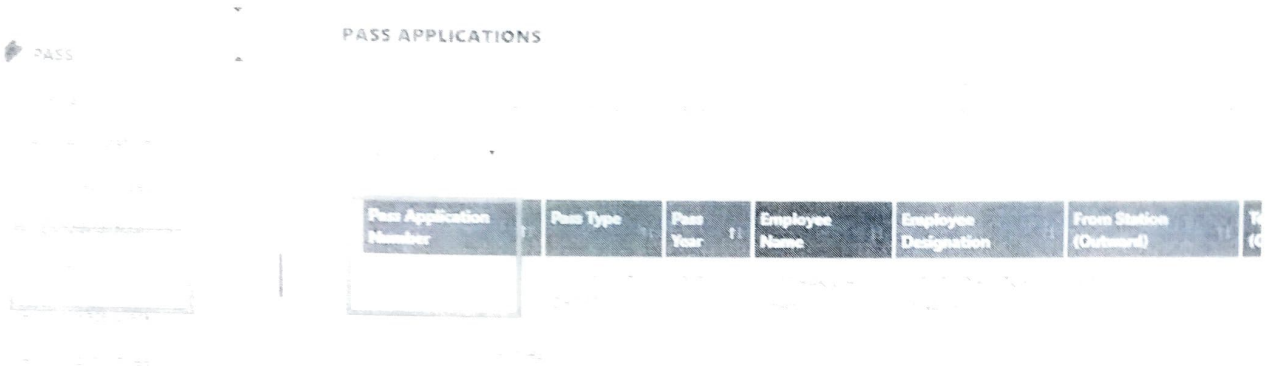
4. Enter your remarks and click on '***Accept***' button to forward request to Pass Issuing Authority



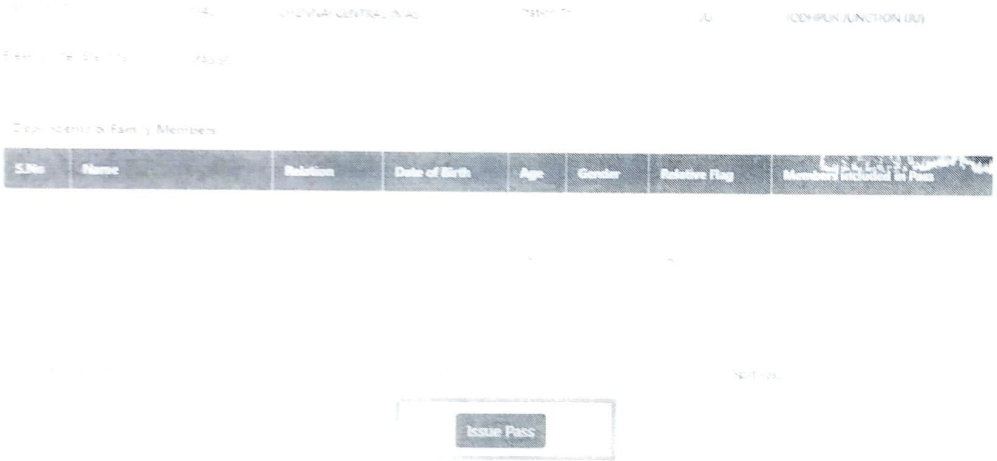
- For Issuing Authority

Issue Pass

1. Click on ***Pass > Issue Pass*** menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Pass Applications click on '***pass application number***' to issue Pass.



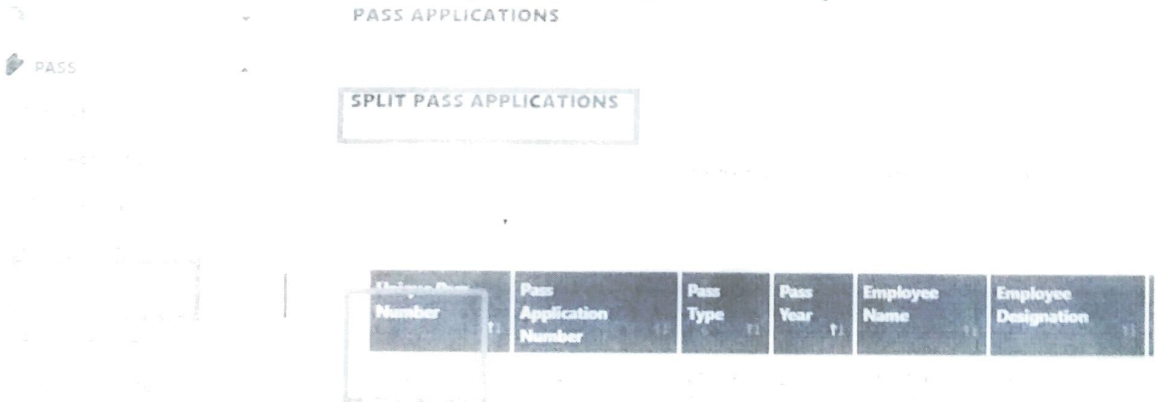
3. Application will open showing all the details. Click on '***Issue Pass***' button to issue pass.



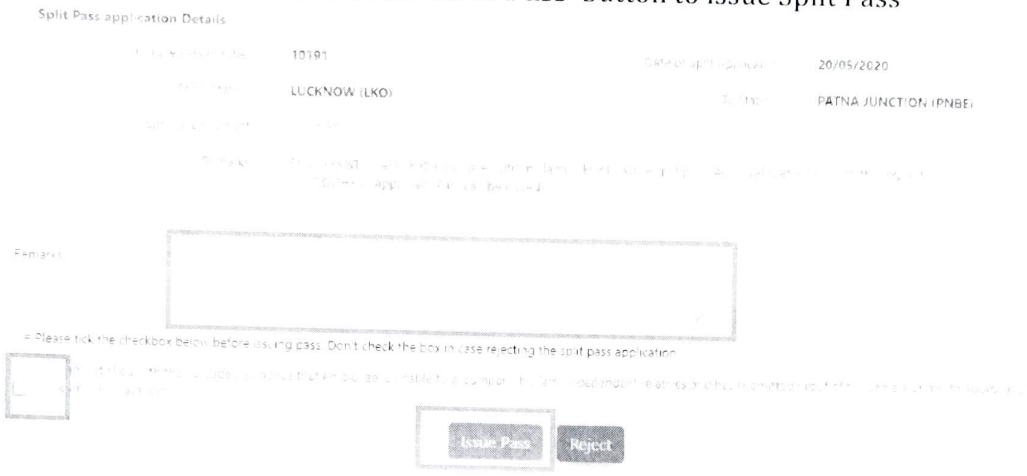
4. Once successfully issued, a **SMS** will be sent to the employee with the Pass details.

Issue Split Pass

1. Click on ***Pass > Issue Pass*** menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Split Pass Applications click on '***Unique Pass number***' to issue Split Pass.



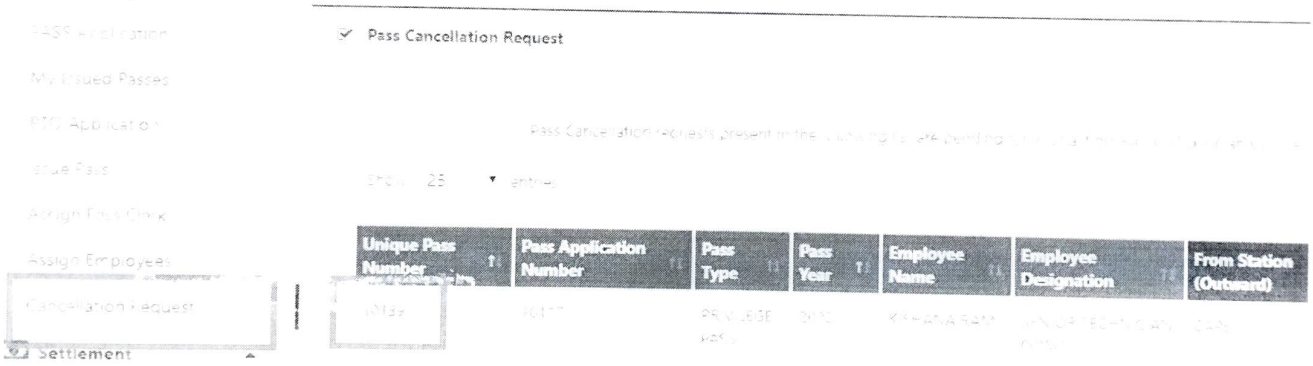
3. Split pass application details along with original pass application will be shown. Tick the ***check box*** for declaration and then click on ***'Issue Pass'*** button to issue Split Pass



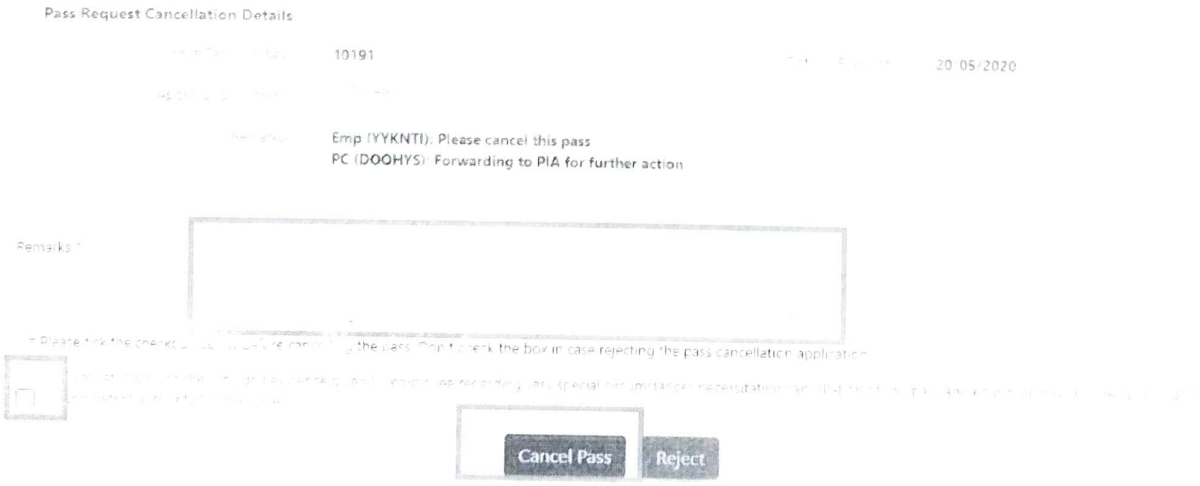
Once successfully issued, a **SMS** will be sent to the employee with the issued Split Pass details.

Pass Cancellation Request

1. Login to HRMS application
2. Go to ***Pass > Cancellation Request*** menu.
3. List of requests for Pass Cancellation will be shown. Click on ***'unique Pass number'*** to show details of the request.



4. Check the ***checkbox*** for declaration (if canceling pass, not required if rejecting the request). Enter your remarks and click on ***'Cancel Pass'*** to cancel the Pass or on ***'Reject'*** to reject the cancellation request



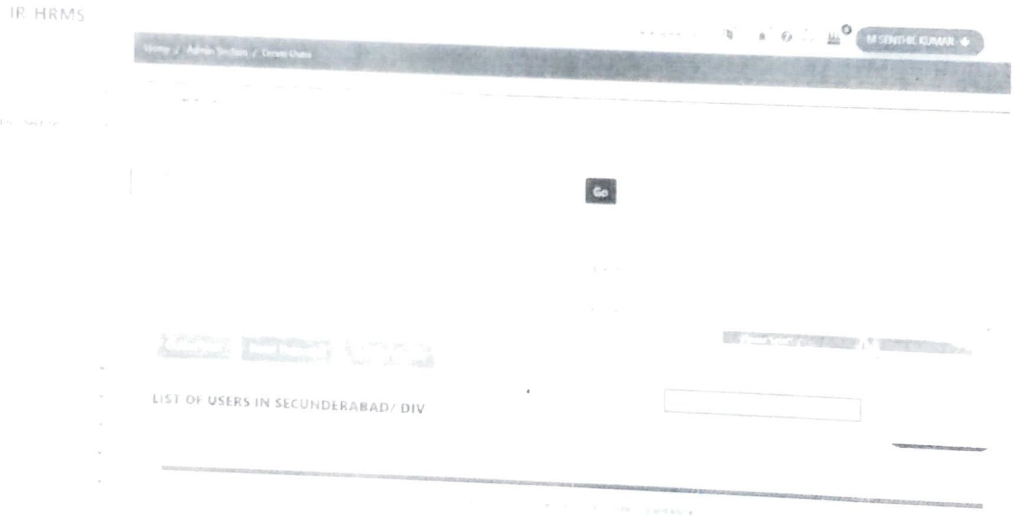
Pass Module- User Manual for Unit Admin and Pass Admin

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Unit Admin

A. Pass Admin user creation

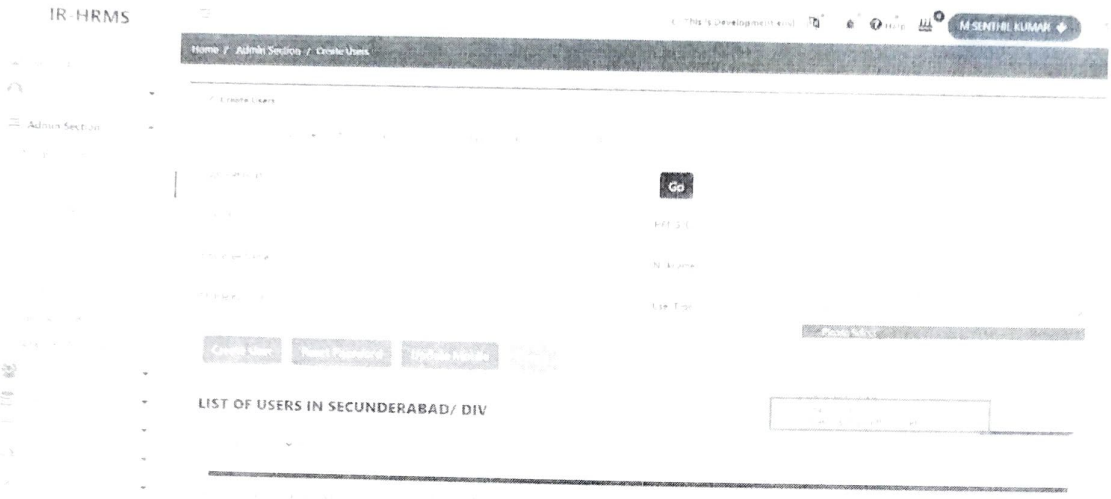
1. Login To HRMS application with Unit Admin's ID
2. If the user is not already created for HRMS application, go to *Admin Section* > *Create User*.
3. Enter the *IPAS ID/ HRMS ID* of the user and click on '*Go*' button
4. Enter the mobile number of the employee and select user type as '*Pass Admin*' from the drop-down and click on '*Create User*'.
5. If user already exists in HRMS application, Go to *Admin Section* > *Change Role*.
6. Add role of '*Pass Admin*' to user.



Pass Admin

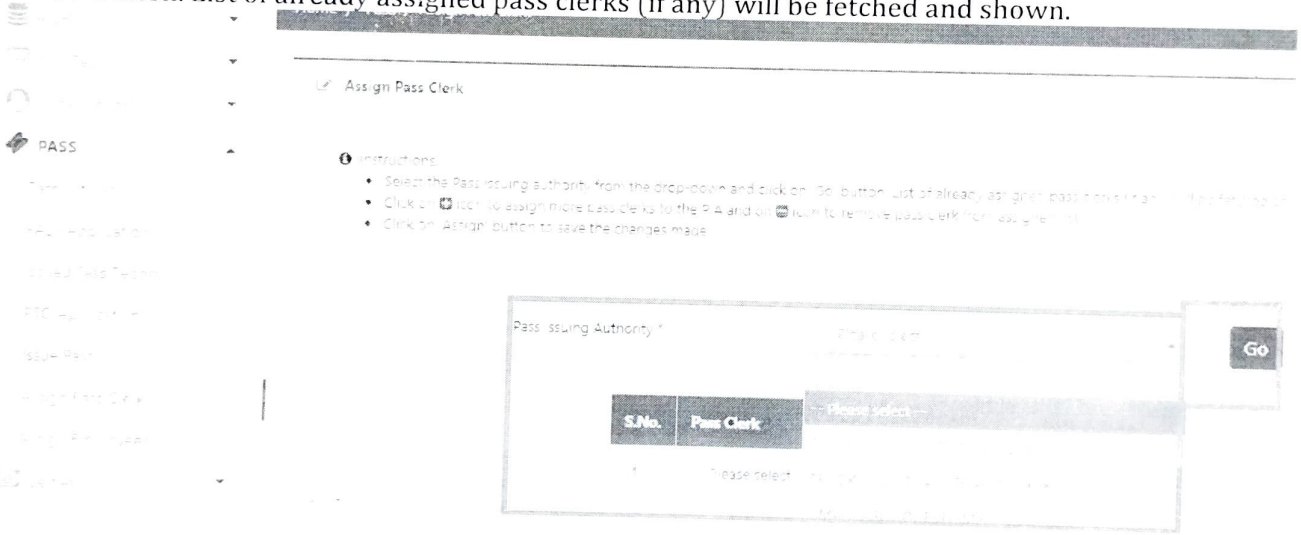
B. Pass clerk & Pass Issuing Authority creation

7. Login To HRMS application with Pass Admin's ID
8. If the user is not already created for HRMS application, go to *Admin Section* > *Create User*.
9. Enter the *IPAS ID/ HRMS ID* of the user and click on '*Go*' button
10. Enter the mobile number of the employee and select user type as '*Pass Clerk*'/'*PIA*' from the drop-down and click on '*Create User*'.
11. If user already exists in HRMS application, Go to *Admin Section* > *Change Role*.
12. Add role of '*Pass Clerk*'/'*PIA*' to user.

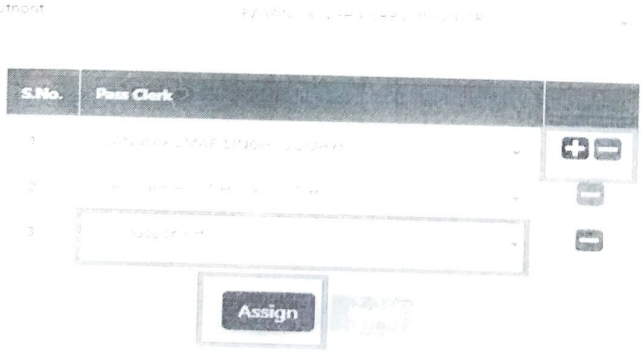


C. Pass clerk Assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass* > *Assign Pass clerk*
3. Select Pass issuing Authority from the list to which pass clerks needs to be assigned and click on 'Go' button. List of already assigned pass clerks (if any) will be fetched and shown.



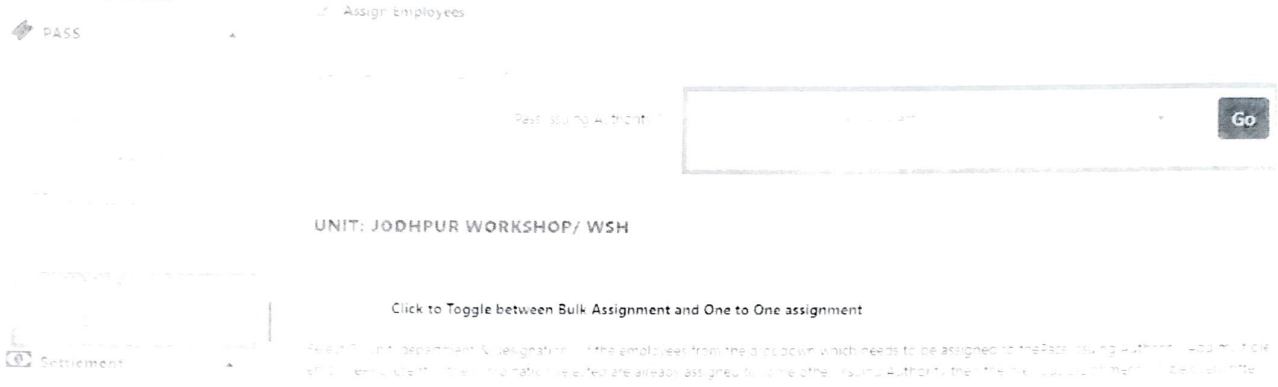
4. Select the pass clerk to be assigned from the drop down list. If more than one Pass clerk needs to be assigned, click on '+' icon to add more Pass clerks. To remove any incorrect assignment click on '-' icon to remove pass clerk



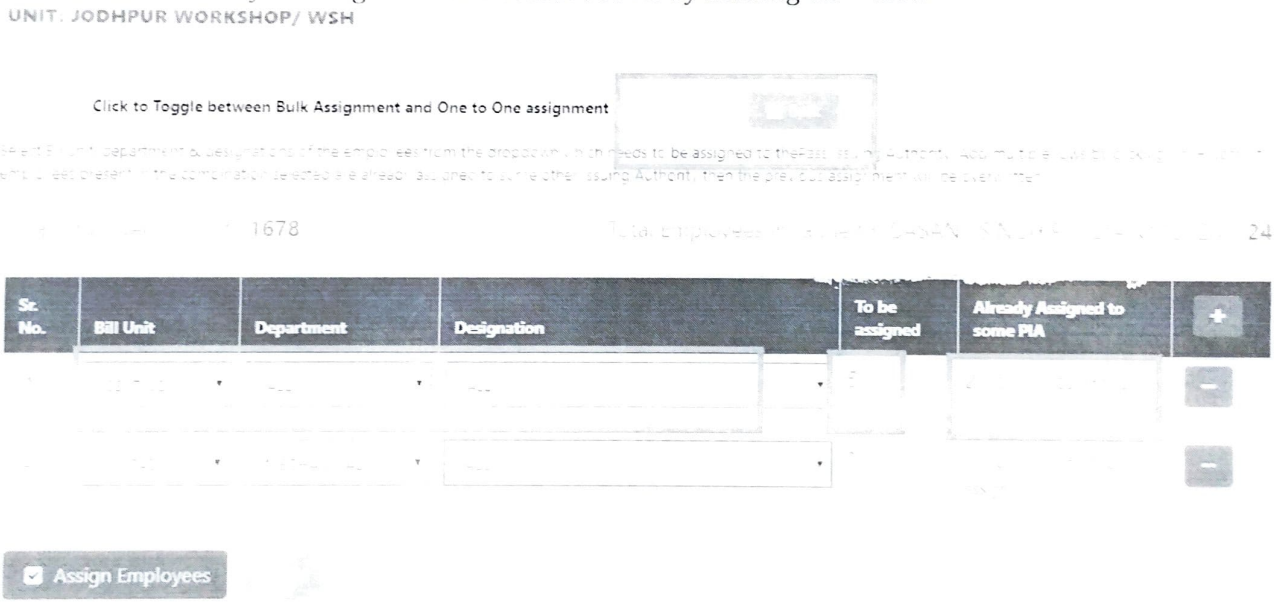
5. Click on '*Assign*' button to save the changes made.

D. Employee assignment to PIA

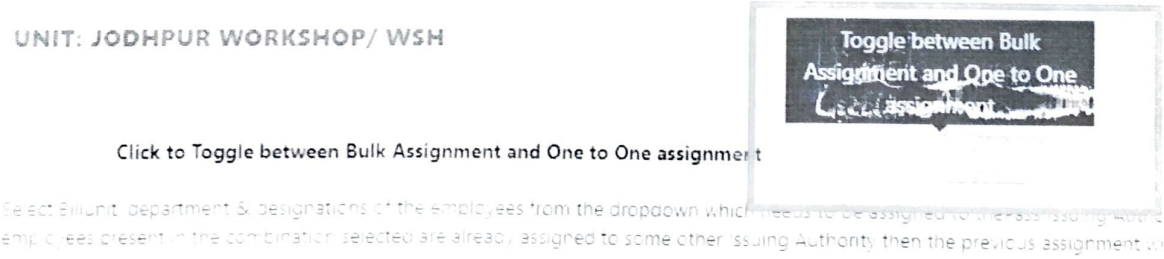
1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass* > *Assign Employees*
3. Select Pass issuing Authority from the list to whom Employees needs to be assigned and click on *'Go'* button.



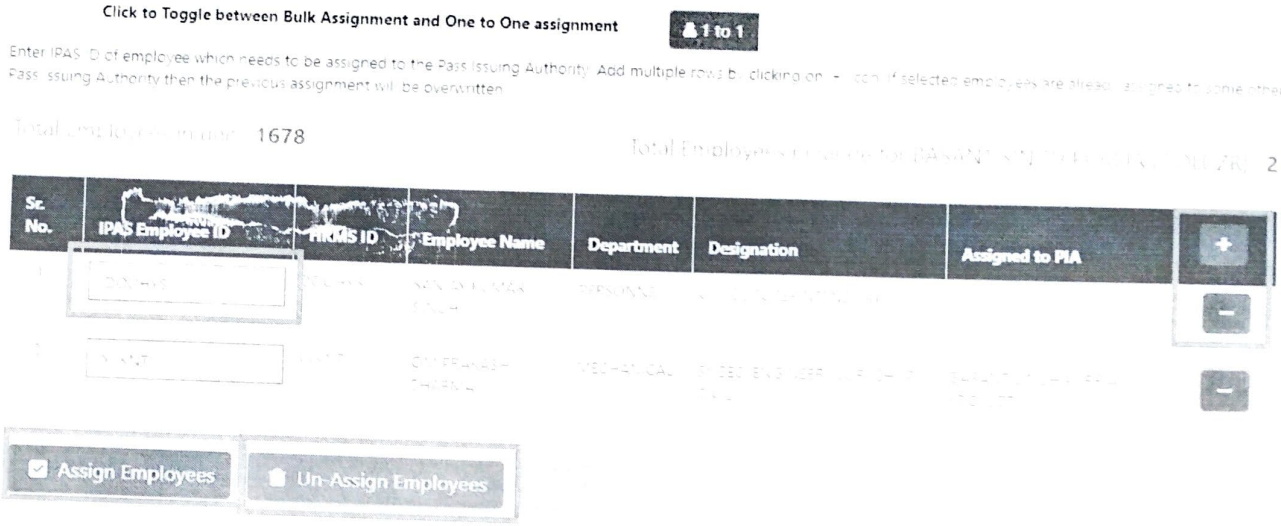
4. **For bulk assignment**, select the billunit, department & designation combination. The count of to be assigned employees and those employees which are already assigned to some PIA will be shown. Add more rows by clicking on '+' and remove rows by clicking on '-' icon



5. Click on *'Assign Employees'* button to assign selected employees to the PIA.
6. For Assignment based on employee ID, click on the icon shown in below image



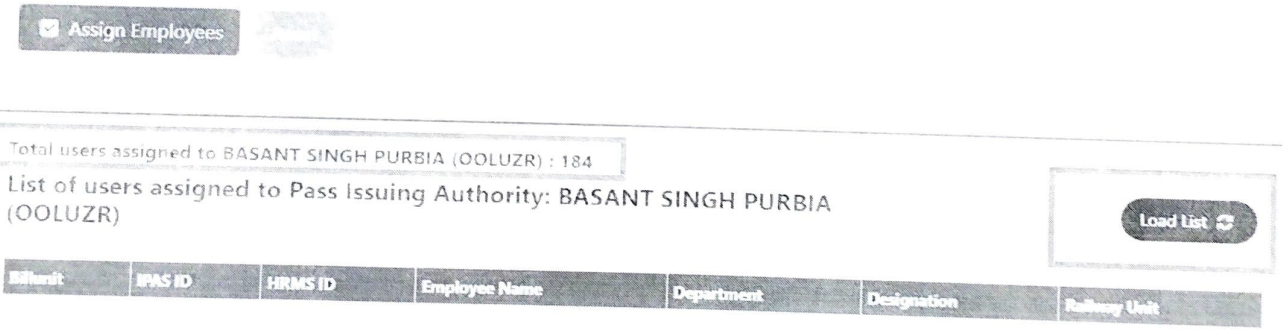
7. Enter the HRMS ID/IPAS Employee ID of the employee and press 'Tab' key



8. Add more rows by clicking on '+' and remove rows by clicking on '-' icon.
9. Click on *'Assign Employees'* button to assign the employees to the selected PIA and *'Unassign Employees'* button to unassign employees from the PIA(if any assigned to them).

Note: If employee who is being assigned to a PIA is already assigned to some other PIA, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current PIA and then assign to new PIA.

10. To see the list of all employees assigned to PIA, click on *'Load List'* button. List of all assigned employees will be fetched.



11. To unassign all employees from PIA, click on *'Unassign All'*. All the employees will be removed from selected PIA

