No.U/P.721/HRMS

मंडल कार्यालय/Divisional Office,

कार्मिक शाखा/Personnel Branch,

मदुरै/Madurai/ दिनांक Dt 20.10.2020

ALL CONCERNED

Sub: e-Privilege Pass/PTO in HRMS Module- Instructions.

Ref: Railway Board's letter No. PC-VII/2020/HRMS/6 dated- 14/08/2020.

Indian Railways have launched e-Privilege Pass/PTO Module on the 24th of August   2020 through Human Resource Management System (HRMS) Portal, which is being rolled out all over Indian Railways from 01/10/2020. Privilege Passes and PTOs have to be applied and   availed online. The instructions pertaining to process of availing e-Passes/PTOs are as   follows:-

Step-wise instructions

Login to the HRMS portal i.e. https://hrms.indianrail.gov.in/HRMS/ using login ID (HRMS ID) and password. This facility is available on Personal Computer (PC).

a) HRMS ID is available via:-

i)   Message received from HRMS portal on registered mobile number registered in IPAS.

ii)   Access the following website https://hrms.indianrail.gov.in/HRMS/ Click on 'Need Help for Login'. Enter 11 digit PF/Employee number as IPAS ID and click 'Go'. Details will be displayed including HRMS ID and Registered Mobile No.

iii)   Click on 'Register Now' on HRMS Mobile app, then enter 11 digit PF/Employee Number as IPAS ID.

iv)   Contact Personnel Branch Dealing Clerk (DC of Bill Section).

b) On availability of HRMS ID as user ID and default password "Test@123", employees can login to HRMS portal. Employees will be directed to change the password after first login.

c) An OTP will be received on the registered mobile number with validity for one week.

d) Enter the OTP.

e) Click 'e-SR'. Then click on 'My e-SR' on the drop down menu. Details may be checked regarding designation, family particulars. If there is any discrepancy, click on 'Remarks Tab' and submit the same mentioning correct particulars. On verification of the same, concerned Approving Authority will update the same.

f) If all particulars are correct, following steps may be followed to process e-Pass Application.

g) Click on the "**Pass**" tab on the left drop down menu.

h) Select "**Pass Set List**". Availed manual passes and PTOs for the years 2020-21 will be displayed.

i) If the pass account details are correct, type OK in the "**Remarks**" tab and press "**Confirm**".

j) If there is any error, type the nature of error in the remarks tab and press "**Return to Clerk**" tab.

k) Press "**Yes**" in the pop-up menu.

l) Next check the "**Family Declaration**" tab on the left drop down menu.

m) The screen containing the list of family members and the dependents will be displayed.

n) If all particulars regarding family and dependents of the employee are correct, tick the declaration and click 'Submit'.

o) If there are any changes/updation, relevant documents e.g. Bonafide certificate etc. may be uploaded.

p) For uploading a document, click on the "**Choose**" tab displayed on the screen against the dependents and the upload the same. This will be sent to Dealing clerk/Pass clerk for modification.

q) On verification/approval by the Pass Issuing Authority, the employee will once again verify and submit.

r) On completion of the above steps, it will be construed that the family details and Pass/PTO details have been verified by the employee.

How to apply for a Digital Pass?

1. Click on the Pass Tab, then on "**Pass Set List**" tab of the drop down menu.
2. Select the 'Type of Pass' from dropdown menu (privilege pass or PTO) and Click "**Go**".
3. Year and entitlement of Passes will be displayed.
4. Click on the number displayed in the **Available column** for full set (PP) or half set Passes (PP/PTO), as required. You will be redirected to pass application page. If there are any previous existing applications (not submitted yet) for this year, they will appear in the list. They can be edited, clicking edit icon.
5. To create fresh application, Click on the "**New Application**" tab.
6. Enter **STATION FROM** and **STATION TO**. If you are not aware of the station code, mention name of the station in the "Station Description".
7. Menu containing Family Details will be available on the screen, members may be clicked as and when needed to be included in the Pass.
8. Enter the break journey details (PP), if required.
9. If eligible for an **Attendant** and intend to take an attendant, then click the Tick box available in the screen for attendants.
10. Click "**Submit**". On successful submission, the Pass application shall be forwarded to Pass Clerk. The applicant will receive following message on the registered mobile i.e. 'Your Application No. xxxx has been forwarded to Pass Clerk.'
11. Open the "**Pass Application**" or "**PTO Application**" as applied to know the status of Application.
12. The list of Passes applied and their unique numbers with status will be displayed on approval of the same by Pass Issuing Authority.
13. Click on '**My Issued Pass**' and click on "**Generate OTP**" as required.
14. An OTP will be generated.
15. Once the OTP is generated, A **Unique Pass number** will be received on the registered mobile.
16. Reservations for train travel can be made on online IRCTC portal as well as PRS counters at the Railway Stations using this unique Pass Number or Pass and Employee Identity Card.

How to cancel e-pass?

1. Click on the "My **Issued Pass Application**" inside Pass tab.
2. List of Passes applied and generated will be displayed.
3. If the Pass has **not been yet booked/reserved for journeys**, the same can be **cancelled.**
4. Click on "**Cancel the Pass**" of the pass required to be cancelled.
5. An OTP is generated.
6. Once the OTP is entered, the Pass cancellation request is submitted.

Note: As per the circular, No manual passes will be issued after 30.10.2020 and all Branch Officers are advised to instruct the concerned PIAs, PCs and Employees to follow the instructions.

Sr.DPO/ MDU

PROCEDURE TO APPLY FOR E- PASS/PTO Through HRMS website.

Click and open Google chrome Browser on mobile or Laptop	Click inside Search box & type www.hrms Indian railways	Enter USER NAME : xx PASS WORD(Test@123) : xx	Then Click Login an OTP is sent by SMS
Click on Pass Menu then click on Pass Set List tab.	Click on top left side arrow Menu appears on left of screen	HRMS Home screen appears	Enter OTP number And click on Verify
In the text box select either PASS or PTO then Click on GO	Table appears that shows balance available number of PASS and PTO's	Scroll table Click on the Number of Pass/PTO at bottom Eg: 4 Note: PTO are issued in ½ sets	
Enter Journey particulars from ..... To ..... USE Add option for adding Break journey	Auto filled details of Previous Pass and Personal particulars appear Scroll down to bottom of screen	On next screen click on New Application tab	
NOTE: only in case of PASS , We can enter return journey particulars (PTO's are only one way) .	In the check box Select names of persons Travelling . If required Tick attendant box.	Re check details and Finally click on SUBMIT button	
After verification, SMS Recd with UPN no xxxx Issue/ Exp Dt xxxx From/to xxxx Names xxxx	SMS is received with the details of Pass application no xxxx forwarded to the pass clerk and Pass Issuing Authority mentioning their name xxxx and mob no xxxx for any query.		
To view Issued PASS/PTO details. Again Login to HRMS website with USER NAME xxxxx PASSWORD xxxxx	Click on Login NOTE: Validity of OTP is 6 days	Enter the same OTP number or new one and click Verify	
On Issued pass table scroll to Left on the particular UPN no and click on Generate OTP tab. Booking code OTP is then sent by SMS	Click on Pass Menu then click on Issued pass Tab	Click on top left side arrow Menu appears on left of screen	

NOTE: We need to use both the UPN (Unique Pass Number) and Booking code (OTP valid for 25 min) while booking either thro Reservation counter or IRCTC .