

Indian Railways's HRMS

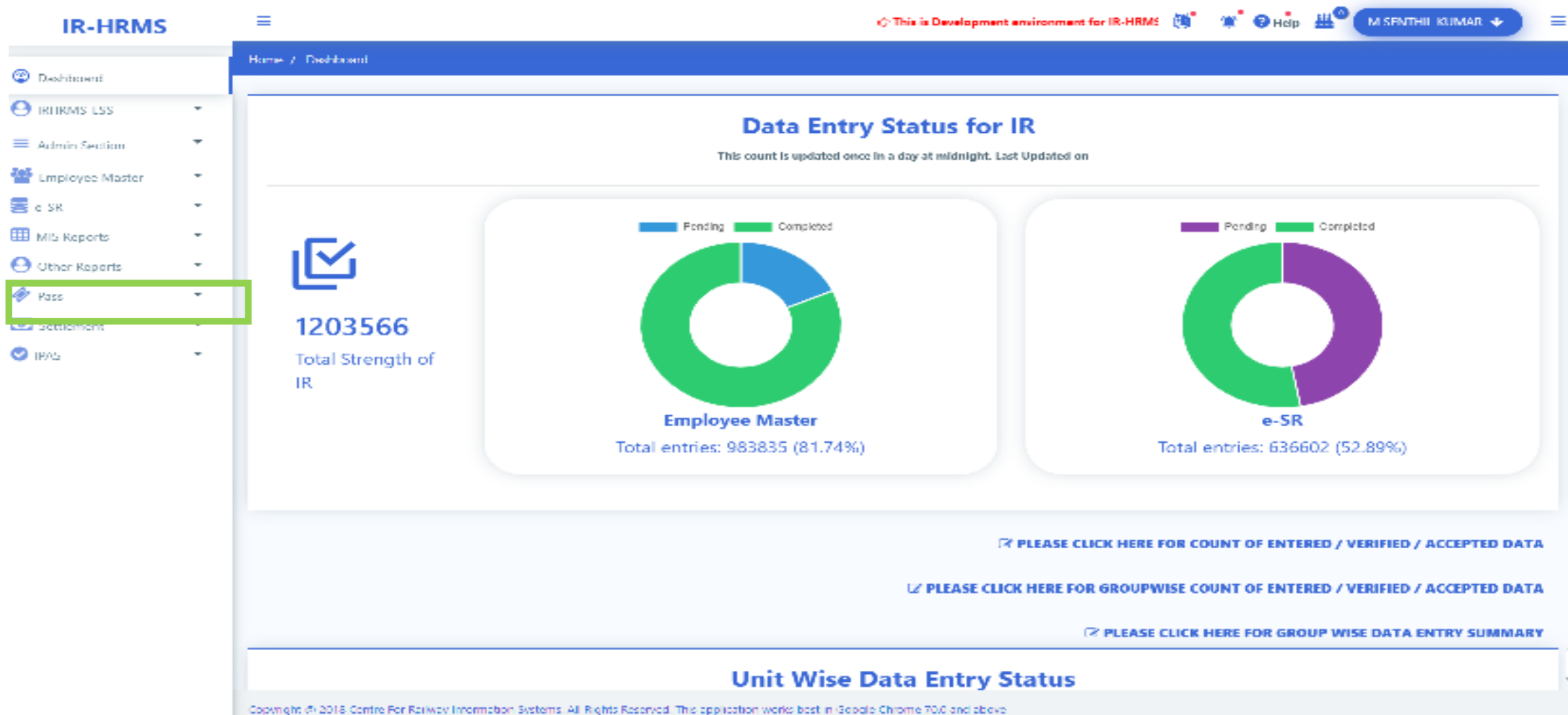
e-Pass System

Employee's Prospective

e-Pass Functionality Summary

- Family Declaration.
- Legacy Data Verification.
- Pass/PTO Application.
- Split Pass Application.
- Pass Cancellation Request.

Indian Railway's HRMS Application



Verification of Recorded Pass Information by Employee

DECLARATION OF MANUAL PASSES

Please review the number of manual passes issued bill date corresponding to pass type and year. If this information is not updated, then you will not be able to apply for Pass online.

Pass Type	Pass Year	Full Set *	Half Set *
PRIVILEGE PASS	2010	3	2
PRIVILEGE PASS	2020	1	2
PRIVILEGE PASS	2021	0	0
PASS TICKET ORDER	2010	3	1
PASS TICKET ORDER	2020	1	1
PASS TICKET ORDER	2021	0	0

Remarks *

Remarks for Manual Pass

If the number of passes entered by Pass clerk is correct, kindly click on 'Confirm' button. If there is some discrepancy in count, kindly enter your remarks and click on 'Return to Clerk' button to return it to the Pass Clerk.

Confirm **Return to Clerk** **Reset**

Declaration of Family/Dependents in Pass System

DECLARATION FOR FAMILY

* Declared family & dependents of employee with the Dealing clerk.

Please select the family members for family declaration of Pass

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass
1	SHARDA NIMESH	WIFE	01-07-1965	54	F	FAMILY	<input type="checkbox"/>
2	HIMANSHI NIMESH	DAUGHTER	11-08-1989	30	F	FAMILY	<input type="checkbox"/>

I declare that the particulars of my family members shown above are correct to the best of my knowledge.

Selecting Pass Type

Home / Pass / Pass Set List

Pass Set List

Instructions:

- Select the type of Pass & click on 'Go' button to fetch entitled and available Pass sets.
- Once Pass sets are fetched successfully, click on the count under available Pass sets to proceed with Pass application.

Select type of Pass:

Step 1

Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2019	6	12	1	2	2	4
2020	6	12	1	2	4	6
2021	0	0	0	0	0	0

Step 2

Apply for a fresh Pass

Outward Journey Details

Station From *

Station To *

Break Journey Stations

Kindly enter the stations in case of travel

Outward Break stations:

Inward Journey Details

Station From *

Station To *

Break Journey Stations

Inward Break stations:

Dependents & Family Members

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 3 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members to be included in Pass
1	M NENE B KUMAR	WIFE	14/11/1983	36	M	FAMILY	<input type="checkbox"/>
2	KAVITHA I	WIFE	24/10/1985	33	F	FAMILY	<input type="checkbox"/>
3	M RUDRANATH	MOTHER	26/05/1955	64	F	DEPENDENT	<input type="checkbox"/>

Check the applicable boxes below:

Attendant traveling

Employee's Entitlement

BERTH/SEAT ENTITLEMENT

Mail/ Express train					Togilar/Janata Express type train					Shatabdi Express type train	
1-AC	2-AC	3-AC	SL	2S	1-AC	2-AC	3-AC	SL	2S	EC	CC
RE-II	AEM	AEM	AEM	AEM	NE	2	4	AEM	AEM	NI	2

Legend:

- **AEM** - All Eligible Members included in the Pass (i.e. self, family members & dependent relatives, as defined under Rule 2(c)-51 (c) and subject to other conditions stipulated in the extant railway servants (Pass) Rules).
- **NE** - Not Entitled
- **RE - 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 berth 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.
- **RE-III** - Berths for AEM on payment of total difference of fare between 1-AC class and 2-AC class of respective train.
- **RE-IV** - One berth 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 AEM on payment of full difference of fare between this Class and the next lower Class of respective train.

Close

Help

M Senthil Kumar

Check Berth/Seat Entitlement

1-AC

M Senthil Kumar

2/2014

00

Yes

M Senthil Kumar

Pass Application -Final Submitted

Admin Section

Employee Master

e BR

Other Reports

Pass

Pass Fee List

Pass Application

My Issued Passes


PIQ Application

Assign Pass Clerk

Assign Employees


IRMS

List of Pass Applications

(Click on  icon to edit existing Pass application(s).)

Show 25 entries

Search:

Edit Delete	Withdraw	Pass Application Number	Pass Type	Pass Year	Full/Half Set	From Station (Outward)	To Station (Outward)	Break Journey Stations (Outward)	From Station (Inward)	To Station (Inward)	Break Journey Stations (Inward)	Applica Status
		10140	PRIVILEGE PASS	2020	F	MFP	SVOK	HUP,PNBE,LKO,CNB,NDL,S,UMB,JAT	SVOK	MFP	SVOK,JAT,UMB,NDL,S,CNB,LKO,PNBE,HU	S

Showing 1 to 1 of 1 entries

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Menu Descriptions

- D - Draft
- S - Submitted for Approval
- A - Pass application Approved by Pass Clerk
- R - Pass application Rejected by Pass Clerk
- I - Pass Issued

Issued Passes to Employee

- Pass
 - Pass Set List
 - PASS Application
 - My Issued Passes**
 - PTO Application
 - Assign Pass Clerk
 - Assign Employees
- Settlement
- IPAS

Show 25 entries

Search:

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10184	2019	PRIVILEGE PASS	FULL SET	10142	19/05/2020	31/05/2020	NDLS	MAS			Send	Send OTP		Apply	Cancel	N
10179	2020	PRIVILEGE PASS	FULL SET	10138	15/05/2020	14/06/2020	HJP	NDLS	10174		Send	Send OTP	15/05/2020 11:51:49			N
10174	2020	PRIVILEGE PASS	FULL SET	10138	05/05/2020	04/10/2020	HJP	NDLS			Send	Send OTP	15/05/2020 11:42:49	Issued	Cancel	N

Showing 1 to 3 of 3 entries

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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 attendant in Second Class with 50 kgs luggage

Department: **MECHANICAL**

Designation: **DEPUTY
DIRECTOR GENERAL**

Unit: **JODHPUR WORKSHOP**

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**

Division: **JODHPUR WORKSHOP**

Issuing Authority:

Name: **BASANT SINGH PURBIA**

HRMS ID: **OOLUZR**

Designation: **SME/WORKSHOP**

Pass Issuing Date: **20-05-2020**

PNR	Train no	From	To	Departure Date	Arrival Date
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Berth/Seat Entitlement

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

Legends

- + AEM - All Eligible Members included in the Pass(i.e. self,family members & dependent relatives, as defined under Rule 2(e) & (f) and subject to other conditions stipulated in the extant railway servants (Pass) Rules).
- NE - Not Entitled
- + RE - 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 berth 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.
- + RE-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 berth 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 AEM 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 booking 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.

Apply for Split Pass by Employee

IR-HRMS

Home / Pass / My Issued Passes

My Issued Passes

Click here to show Instructions/Help

Select Pass Type: ALL

Show: 25 entries

Unique Pass No	Pass Year	Pass Type	Pass Set	Action
10184	2019	PRIVILEGE PASS	FULL SET	[Icon]
10179	2020	PRIVILEGE PASS	FULL SET	[Icon]
10174	2020	PRIVILEGE PASS	FULL SET	[Icon]

Showing 1 to 3 of 3 entries

APPLY FOR SPLIT PASS

Please fill the following details to apply for split pass.

Unique Pass number : 10184

From Station: Please select

To Station: Please select

Upload Approved Document: Choose File | No file chosen

In case of multiple documents, please merge all documents and then upload single pdf file.

Justification for application of split pass: Please justify that why you want to apply for split pass.

You have to upload evidence to the satisfaction of pass issuing authority about your inability to accompany your family/dependent relatives for issue of split pass containing approval and recommendation of competent authority

Apply Cancel

Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split	Cancel Pass	Cancelled
[Icon]	[Send]	[Send OTP]	[Icon]	[Apply]	[Cancel]	N
[Icon]	[Send]	[Send OTP]	15/05/2020 17:01:40	[Apply]	[Cancel]	N
[Icon]	[Send]	[Send OTP]	18/05/2020 1:04:14	[Issued]	[Cancel]	N

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Pass Cancellation Request

The screenshot displays the IR-HRMS interface. A modal window titled "APPLICATION FOR CANCELLATION OF PASS" is open, prompting the user to provide details for a cancellation request. The dialog includes fields for "Unique Pass number" (10184), "Upload Approved Document" (office_order_3.pdf), and "Reason for cancellation of Pass" (PLAN CHANGED). "Submit" and "Cancel" buttons are at the bottom of the dialog.

The background shows a table of "My Issued Passes" with the following data:

Unique Pass No	Pass Year	Pass Type	Pass Set	Pass No	Issued At	Valid Till	NDLS	UIC	Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10182	2019	PRIVILEGE PASS	FULL SET	10142	10/05/2020	31/05/2020	NDLS	GWL	10184	Send	Send OTP				N
10184	2019	PRIVILEGE PASS	FULL SET	10142	19/05/2020	31/05/2020	NDLS	GWL		Send	Send OTP	15/05/2020 17:51:14	Issued	Cancel	N
10170	2020	PRIVILEGE PASS	FULL SET	10138	15/05/2020	14/06/2020	UIC	HJP	10174	Send	Send OTP	15/05/2020 17:51:14			N
10174	2020	PRIVILEGE PASS	FULL SET	10138	05/05/2020	04/06/2020	UIC	NDLS		Send	Send OTP	19/05/2020 17:42:40	Issued	Cancel	N

Showing 1 to 4 of 4 entries

List of Passes with Status

Home / Pass / My Issued Passes

My Issued Passes

[Click here to show instructions/help](#)

Select Pass type:

Show 25 entries

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10185	2019	PRIVILEGE PASS	FULL SET	10172	14/05/2019	31/05/2020	NDLS	GNR	10184							Y
10184	2019	PRIVILEGE PASS	FULL SET	10142	19/05/2020	31/05/2020	NDLS	MAS								Y
10174	2020	PRIVILEGE PASS	FULL SET	10174	15/05/2020	14/06/2020	HRD	HUP	10174				15/05/2020 17:51:40			N
10174	2020	PRIVILEGE PASS	FULL SET	10138	05/05/2020	04/10/2020	HUP	NDLS					18/05/2020 14:07:49			N

Showing 1 to 4 of 4 entries

Ticket booking against Pass - Pass Number & OTP

- OTP has to be generated against pass number through HRMS application before ticket booking.
- OTP shall be valid for certain duration. Ticket should be booked within that duration. Currently this is 10 minutes.
- Pass number and OTP to be entered against each passenger.
- Different passes can be used in single ticket booking.

Ticket booking against Pass - Name/Age/ Gender

- PRS ticket booking 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 mentioned in pass.
- Similarly exact age and gender(on pass) of the passenger has to be entered at the time of ticket booking.

Thank You