

पश्चिम रेलवे

No.E/768/0/2020(HRMS)

E-Office No. 84616

मं.रे.प्र.कार्यालय रतलाम

दिनांक 27.01.2021

प्रति,

समस्त अधिनस्थ एवं अधिकारीगण

रतलाम मण्डल

**विषय:- Extension of dead line for issuance of manual pass to Railway Employees.**

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महाप्रबन्धक (स्था) चर्चगेट मुम्बई के पत्र क्रं. No.E/Pass/Misc/2020/HRMS Dated 25.01.2021. एवं रेलवे बोर्ड का पत्र क्रं PC-VII/2020HRMS/6 dated. 22/01/2021 (R.B.E.No.Nil) की प्रति आपके सूचना,मार्गदर्शन एवं आगे की कार्यवाही हेतु प्रस्तुत है।

संलग्न:- यथोक्त

(अमरसिंह सागर)

कृते: मण्डल रेल प्रबन्धक(स्था)

रतलाम

प्रतिलिपि: -

व.म.का.अधि/मं.का.अधि/सहा.का.अधि(याता/इंजी/याँ) रतलाम मु.का.अधि/ का.अधि/ ईटी,ईएम,ईडी, ईई, गोपनीय,डीएआर,यु सेल,आरक्षण सेल, पासपीएफ/ वेतन/ निपटारा / मु.का.नि/ मु.क.नि/ मु.विधि.सहा/सीआई एचईआर/जेनिटर मंडल कार्या रतलाम , वे.रे.म.सघं, वे.रे. ए.यू , SC/ST, OBC एसो.



**WESTERN RAILWAY**

Head Quarter  
office  
Churchgate,  
Mumbai-400020

Date : 25.01.2021

**No.E/Pass/Misc/2020/HRMS**

**DRMs: BCT/BRC/ADI/RTM/RJT/BVP**

**CWMs: PL/PRTN/SBI/DHD/BVP**

**MD: JRH/BCT**

**ALL PHODs: HQ-CCG**

**AL POs: HQ-CCG**

**C/-Genl.Secy., WREU-GTR/WRMS-BCT,**

**Sub:- Extension of dead line for issuance of manual pass to Railway Employees.**

**Ref:- i) Railway Board's letter No. PC-VII/2020/HRMS/6 dated 14.08.2020.**

**ii) This office letter of even no. dated 17.08.2020.**

**iii) Railway Board's letter No. PC-VII/2020/HRMS/6(Part)  
dated 16.11.2020 & 17.08.2020 (Corrigendum).**

**iv) Railway Board's letter No. PC-VII/2020HRMS/6 dated. 22/01/2021.**

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**A copy of Railway Board's letter no. PC-VII/2020HRMS/6 dated. 22/01/2021 is enclosed herewith for information, guidance and necessary action please.**

**Encl: as above.**

**(B.Mahapatra)  
Dy.CPO(HQ)  
For General Manager(E)**

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. PC-VII/2020/HRMS/6

New Delhi, dated: 22 .01.2021

To,

The General Manager,  
All Indian Railways and Production Units/Training Institutes  
(As per mailing list)

**Sub: Extension of dead line for issuance of manual pass to Railway Employees.**

**Ref: Board's letter No. PC-VII/2020/HRMS/6 (Part) dated 16.11.2020 and 17.11.2020  
(Corrigendum)**

Please refer to Board's letter dated 14.08.2020 (RBE No. 66/2020) circulating the guidelines for e-Pass / PTO module of HRMS. The dead line for issuance of physical passes was extended upto 31.12.2020 vide Board's letter referred above and it was also communicated that from 1<sup>st</sup> January, 2021 onwards the system may invariably be shifted to e-Pass module in respect of all serving employees.

2. It has been observed that e-Pass / PTO module of HRMS has gained acceptance amongst large number of Railway Employees and nearly 2,75,000 Passes have been issued through HRMS module till date. However, it is observed that some issues have been reported from certain quarters regarding issuance of e-Pass arising out of certain technical / logistic issues resulting in delay in issue of passes and issuing tickets to employees. The complaints have largely been relating to generation of OTP as well as regarding completion of data entry in exceptional cases and also relating to acquaintance with the new mode of issuance of passes.

3. In order to increase the awareness amongst Railway Employees, various efforts have been made such as circulation of short videos relating to use of e-Pass module, issue of instructions in bilingual and vernacular languages.

4. The issue has further been examined in Board's office and in order to avoid any hardships to the employees in availing the passes, it has been decided by the competent authority that in exceptional and emergency cases where e-Pass could not be issued due to non-completion of data entry or any other unforeseen technical problems which could not be resolved within a stipulated time frame, physical passes may be issued till 28.02.2021. However, issue of passes through HRMS module shall be given priority and issue of physical passes maybe resorted to in emergent and extraordinary situations only. While issuing the passes through physical mode, pass account of the employee in the e-Pass module may be updated invariably.

5. This issues with the approval of Competent Authority.



(Jaya Kumar G)  
Dy. Director, PC-VII & HRMS  
Railway Board  
Ph. No. 011-47845125

Contd...2/-