

**NOTE**

**Sub: Modification in the e-Pass Module of HRMS.**

**Ref: Dy. Director, Pay Commission-VII & HRMS, Rly. Bd. Letter No. PC-VII/2020/HRMS/6 New Delhi, dated: 06.02.2023**

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A copy of Railway Board letter no. PC-VII/2020/HRMS/6, dated: 06.02.2023 on the above subject is enclosed herewith for kind information and necessary action please.

**DA:- As above**

No. PASS/P.T.O/MISC./01/MCF/RBL  
Date: 07.02.2023

  
**Assistant Personnel Officer/Staff  
For General Manager (P)**

**Copy to:**

1. Secy. to GM: For kind information of GM please.
2. All PHODs/CHODs/HODs, MCF/RBL: For kind information and necessary action please.
3. PS to PCPO for uploading on MCF Website.
4. CS&WLI, S&WLI, MCF/RBL: For kind information and necessary action please.

GOVERNMENT OF INDIA (भारत सरकार)

Ministry of Railways (रेल मंत्रालय)

Railway Board(रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/6

New Delhi, dated: 06.02.2023

The General Managers,  
All India Railways & Production Units,  
(As per mailing list)

**Sub: - Modifications in the e-Pass Module of HRMS**

This is to inform that in order to provide a significant boost to the user experience and convenience while using the e-Pass Module of HRMS, certain modifications have been introduced in the same which are detailed as under:

- (i) The e-Pass/PTO shall be issued automatically and immediately by the HRMS system upon submission of request by the user, as per extant Railway Servant (Pass) Rules, without any need for approval of Pass clerk or Pass issuing authority.
- (ii) Option has been provided to employees to re-declare existing family declaration, which will be auto accepted, without any need for approval of pass clerk / pass issuing authority if there is no change in the new declaration. To reconfirm the existing declaration, without any change, the employee may click on **No Change in Family Declaration** button, and thereafter the system will allow issue of pass based on existing family declaration.
- (iii) In case there is any change in family details, the same can be done by using the **Re-Declare Family** button to access family declaration page, and submit revised family declaration for approval. Pass will be issued as per revised declaration only after approval.
- (iv) Cancellation of pass and changes in family declaration would still require approval of pass clerk/ pass issuing authority.
- (v) Option for faster and alternate route has been provided for PTO as well, as is currently available for Pass.
- (vi) Family declaration to be mandatorily given by employee once in a year. e-Pass shall not be issued if the family declaration is more than one year old. However, a grace period of 1 month shall be available to the employee during which pass will still be issued, if a service request for family declaration has

been submitted by the employee for approval. This rule will come into force from 19.02.2023.

2. It is requested that the aforementioned modifications in the e-Pass Module may be widely circulated amongst all the employees for their convenience. The employees may also be advised to exercise necessary caution while filling the details of origin, destination and break/via journey stations and choice of family members to be included in the e-Pass as in the new system, the pass will be auto-issued without being submitted to Pass Issuing Authority.

  
6/2/23

(Jaya Kumar G)  
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Railway Board

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**Copy to:**

- (i) PPS to PED(HR), for the information of PED(HR)
- (ii) JS/Railway Board