

HRMS E-Pass Module- Role Wise User Manual

Indian Railways has launched **e-Pass Module on HRMS** on the through **Human Resource Management System (HRMS) Portal**, which has been rolled out all over Indian Railways

Now, the Privilege Passes and PTOs have to be applied and availed online by railway employees. With this facility Railway employee is neither supposed to come to office for applying for Pass nor has to wait for pass being issued.

Retired Employees of Railway will get this facility from January, 2021.

Here is the complete guide to issue e-Pass by Railway Employee, Clerks, and Pass issuing authority.

1. **e-PASS Guidelines for Railway Employee**
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e-PASS Guidelines for Railway Employee

- If you don't know How to Login on HRMS, then read [How to Login on HRMS Railway Employee Mobile App and Website guide](#).

After login on HRMS website, please follow below step to issue e-Pass online on HRMS.

Declaration of Manual Passes & Pass Family:

- Contact your Pass Clerk for entry of manual passes
- Once entered by Pass Clerk, click on ***Pass > Pass Set List*** menu

DECLARATION OF MANUAL PASSES

Please review the number of manual passes issued till 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	Availed Pass		Pass surrendered for LTC	Count of Pass deducted as penalty	
		Full Set	Half Set		Full Set	Half Set
PRIVILEGE PASS	2020	0	1		0	0
PASS TICKET ORDER	2020	1	0		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**

- 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.
- Once Confirmed, now Family Declaration needs to be completed. Click on ***Pass > Family Declaration*** menu.

Dashboard
HRMS-ESS
Employee Master
e-SR
Pass
Pass Set List
PASS Application
My Issued Passes
PTD Application
Family Declaration
Settlement
IPAS
Career Events Update
Office Orders

Pass Family Declaration

Declaration for Family Members & dependents for the issue of Passes & PTO's as defined under IRCA Conference Rule

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

Please select the family members for declaration of family for Pass. In case of any discrepancy in the details of family members kindly contact your Dealing Clerk for correction of the same.

S.No	Name	Relation	Date of Birth	Age	Gender	Relation Flag	For Pass	Dependency Reason	Dependency Proof
1	PUSHPA DEVI	WIFE	04-08-1968	51.0	F	FAMILY	☒		Choose File No file chosen
2	RAKSHIT SONI	SON	10-10-1995	24.0	M	FAMILY	☐		Choose File No file chosen

Terms & Conditions

1. I hereby declare that all the above mentioned members are residing with me and are wholly dependent on me.
2. None of my brothers/sisters working in Railways are obtaining Privilege Passes/PTO's for the above dependents members.
3. The unmarried daughters/sisters mentioned above who are working in Railways are not availing Privilege Passes/PTO's in their account.
4. I declare that the particulars of my family members shown above are correct to the best of my knowledge.

☒ I agree to the Terms & Conditions above.

[Submit](#) [Reset](#)

- **Select** the members for Pass Family Declaration and provide **dependency reason&proof** (if required) 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 on HRMS:

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.

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: PRIVILEGE PASS Go

Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2019	6	12	3	2	2	6
2020	6	12	1	2	4	8
2021	0	0	0	0	0	0

- Click on '**Available– full set– count**'. You will be redirected to Pass Application Page
- 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.

List of Full Set Pass Applications for the year : 2020

Click on icon to edit existing Pass application(s) or fill New Application here.

Show: 25 entries Search:

Edit	Delete	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)
No data available in table											

Showing 0 to 0 of 0 entries Previous Next

Status Description :

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

- 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.

Application for Pass for : SUBHASH PATEL [Check Berth/Seat Entitlement](#)

Application no. (Autogenerated): Year of Pass:

Pass Type: Full/Half Set:

Employee Details

HRMS Employee ID: Employee Name:

Father's Name: Date of Appointment:

Pay Level: Basic Pay:

Designation: On Deputation: ☐ Yes

Railway Zone/PU/Office: Railway Unit:

Present Address

Address Line 1: Address Line 2:

State: District:

City: Pincode:

Outward Journey Details

Station From: Station To:

Break journey Stations:

Inward Journey Details

Station From: Station To:

Break journey 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 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Plug	Members to be Included in Pass
1	SUBHASH PATEL	SELF	22/06/1982	37	M	FAMILY	☐
2	NEETA MALVINA	WIFE	28/11/1989	30	F	FAMILY	☐

Check the applicable boxes below:

☐ Attendant Traveling

- Click on '**Save as Draft**' to save details and on '**Submit**' to forward the application to Pass clerk for further approval.
- To Check Berth Entitlement, click on '**Check Berth/Seat Entitlement**' shown beside application

Pass Application

Application for Pass for : OM PRAKASH SHARMA [Check Berth/Seat Entitlement](#)

Application no. (Autogenerated): Year of Pass:

Pass Type: Full/Half Set:

Information of berth entitlement will be shown as shown below:

BERTH/SEAT ENTITLEMENT
✕

Mail/Express Train					Rajdhani/Duronto Express Type Train					Shatabdi Express Type Train	
1-AC	2-AC	3-AC	SL	ZS	1-AC	2-AC	3-AC	SL	ZS	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(c) & (d) 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.

Close

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.

Pass

Pass Set List

PTD Application

Family Declaration

My Issued Passes

Settlement

PAS

Career Events Update

Office Orders

Select Pass Type: ALL Go

Show: 25 ▼ entries
 Search:

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Main Pass	Attachment Pass No	Revised Pass Date	Serial of PTD	Serial of SMS	Last PTD Generated On	Apply for Split Pass	Cancel Pass
K1234	2020	RAIL TICKET	HALF SET	10074	11/06/2020	06/11/2020	NDLS	NDLS				Cancel	Generate PTD		Apply	Cancel
K1235	2020	PROVIDOR PASS	HALF SET	10088	05/08/2020	01/08/2020	NDLS	SE				Cancel	Generate PTD			
K1236	2020	PROVIDOR PASS	HALF SET	10088	12/05/2020	26/11/2020	NDLS	SE				Cancel	Generate PTD			Cancel
K1237	2020	PROVIDOR PASS	HALF SET	10087	12/05/2020	26/11/2020	SE	NDLS				Cancel	Generate PTD		Apply	Cancel

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

APPLY FOR SPLIT PASS

Please fill the following details to apply for split pass

Unique Pass number : 10191

From Station * : LUCKNOW (LKO) ✓

To Station * : PATNA JUNCTION (PNBE) ✓

Upload Approval Document * : [Choose File](#) GSRHQF_UPN_10187.pdf ✓
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](#)

- 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.
- To view status of your request, click on '**Applied**' and details of your application will be shown

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Revised Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVCK	MFP		10192	Send	Send OTP		Applied	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

STATUS OF SPLIT PASS APPLICATION

Details of your application:

Unique Pass number : 10191

Date of submission : 20/05/2020

Status : Submitted

From Station : LUCKNOW (LKO)

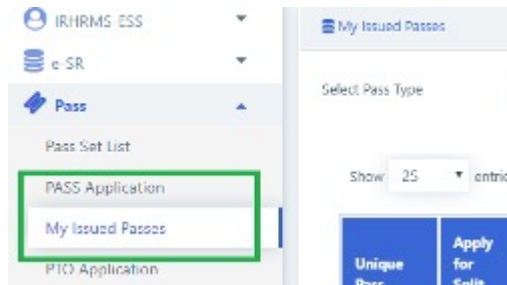
To Station : PATNA JUNCTION (PNBE)

Approval Document : [View](#)

Remarks : Emp (YK/NTF) I am unable to travel with my family, kindly issue split pass. Approval is attached with the request.

HRMS e-Pass Cancellation Request

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



- 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.

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
10190	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	18/06/2020	LRD	PNBE	10191		Send	Send OTP			
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	18/06/2020	SVDK	MFP		10192	Send	Send OTP		Issued	Cancel

APPLICATION FOR CANCELLATION OF PASS

Please fill the following details to apply for cancellation of pass

Unique Pass number : 10191

Upload Approval Document *

[Choose File](#) No file chosen

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

Reason for cancellation of Pass *

Please justify that why you want to apply for pass cancellation

Pass once issued is not cancelled without valid reason in very special circumstances when issuing authority is satisfied about necessity of cancelling the pass, and it will be done only in very limited circumstances like non sparing from duty (with certificate of competent authority), sickness supported by railway doctor certificate, death, accident in family or natural calamity due to which train services are suspended and all such cases should be accompanied by proper documentary proof with endorsement and recommendation of competent authority regarding the reasons mentioned for cancellation. Please upload the required documents.

[Submit](#) [Cancel](#)

- 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

The screenshot shows a table with columns: Unique Pass No, Pass Year, Pass Type, Pass Set, Application No, Issue Date, Expiry Date, From Station, To Station, Split Pass, Attendant Pass No, Renewal Pass SMS, Send OTP SMS, Last OTP Generated At, Apply for Split Pass, and Cancel Pass. Two rows are visible for pass number 10191. The second row has a green box around the 'Applied' status in the 'Apply for Split Pass' column.

A pop-up window titled 'STATUS OF PASS CANCELLATION REQUEST' is displayed. It contains the following details:

- Details of your application:
 - Unique Pass number : 10191
 - Date of submission : 20/05/2020
 - Status : Accepted
 - Approval Document : [View](#)
- Remarks : Emp (NYNT): Please cancel this pass. PC (DOOHRS): Forwarding to P&A for further action.

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

The screenshot shows the same 'STATUS OF PASS CANCELLATION REQUEST' pop-up window. In this instance, the status is 'Rejected' (indicated by a red icon). At the bottom of the pop-up, there is a blue button labeled 'Apply Again' which is highlighted with a green box.

Send OTP for ticket Booking

- Go to ‘Pass’ > ‘My issued Passes’
- Click on ‘Send OTP’ against the pass for which ticket needs to be booked

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Renewal Pass SMS	Send OTP SMS	Last OTP Generated At
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP	
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVOK	MFP		10192	Send	Send OTP	

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



Manual Pass Entry

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

The screenshot shows the HRMS-ESS application interface. On the left sidebar, the 'PASS' menu is expanded, and 'Manual Pass Entry' is highlighted with a green box. The main area displays the 'Manual Pass List' form. It includes a text input field for 'HRMS ID(PAS ID)' with the value 'SP02DQ' and a red asterisk indicating a required field. Below this is a prompt: 'Please enter the number of manual passes issued till date corresponding to pass type and ye'. To the right of the prompt is a blue button labeled 'Pass Type'.

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

This is a close-up of the 'Manual Pass List' form. It shows the 'HRMS ID(PAS ID)' text input field containing 'SP02DQ'. To the right of the input field are two buttons: a blue 'Go' button and a grey 'Reset' button. The entire input area is highlighted with a green box.

- 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) ,Remarks and click on '**Submit**' button.

Employee Details

HRMS Employee ID : BOSMWF

Employee Name : N RAMANJANEYULU

Date Of Birth : 15/08/1964

Appointment Date : 24/09/1988

Designation : SENIOR SECTION ENGINEER (TELECOM)

Pay Level : 7

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

Remarks :

PC (WSIFNO) filled1

Employee(BOSMWF): rejected1

PC (WSIFNO) filled2

Employee(BOSMWF): rejected2

PC (WSIFNO) filled3

Entitled Passes

PP	Full Set: 3	Half Set: 6
PTO	Full Set: 4	Half Set: 8

Pass Type	Pass Year	Availed Pass		Pass surrendered for LTC	Count of Pass deducted as penalty	
		Full Set *	Half Set *		Full Set	Half Set
PRIVILEGE PASS	2020	1	4	☐	0	0
PASS TICKET ORDER	2020	2	3		0	0

Remarks *

Remarks for Manual Pass Application

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.

Enter HRMS ID of the employee to review their family Declaration and press 'Go' button

HRMS ID(PAS ID) *

Family Member 1	Family Member 2
HRMS Employee ID	Family Member ID
Member Name *	Gender *
Aadhaar Number	Member Photo
Relation *	Relation Proof Doc
Member DOB	Family Member DOB
Family Member Age	Handicap Flag
Handicapped Percent	Handicap Category
Handicapped Certificate	Handicap Certificate Effect From
Handicap Certificate Effect To	Member Dependent?
Member Dependent Doc	Member bonafide Doc
Document id	Service Record Page Number

Remarks *

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

Accept Pass Application

- 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.

PASS APPLICATIONS

Pass Applications present in the following list are available for acceptance . Kindly click on a Pass Application Number

Show 25 entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Outward)
10122	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	JP	CDG

Showing 1 to 1 of 1 entries

- 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.

Outward Journey Details

Station From : Station To :

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members Included in Pass
1	JOHNPAUL	SELF	02/04/1984	30	M	FAMILY	☒
2	AIDEN GABRIEL PAUL	SON	08/05/2014	6	M	FAMILY	☒

Remarks *

- 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. : Year of Pass :

Pass Type : Full/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	2
PRIVILEGE PASS	2020	6	12	1	1	1	3
PRIVILEGE PASS	2021	0	0	0	0	0	0

HRMS Employee ID : Employee Name :

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.

The screenshot shows the 'PASS APPLICATIONS' section of a web application. On the left is a sidebar menu with options: Employee Master, e-SR, MIS Reports, PASS (selected), Pass Set List, PASS Application, My Issued Passes, PTO Application, and Accept Pass Application (highlighted with a green box). The main area is titled 'PASS APPLICATIONS' and contains a sub-section 'SPLIT PASS APPLICATIONS' (also highlighted with a green box). Below this, a message states: 'Split Pass Applications present in the following list are available for acceptance. Kindly click on an Unique Pass Number to i'. There is a 'Show: 25 entries' dropdown and a 'Search' button. A table lists the applications with columns: Unique Pass Number, Pass Application Number, Pass Type, Pass Year, Employee Name, Employee Designation, From Station (Outward), and To Station (Outward). The first row is highlighted with a green box, showing: Unique Pass Number 10145, Pass Application Number 10124, Pass Type PRIVILEGE PASS, Pass Year 2020, Employee Name OM PRAKASH SHARMA, Employee Designation DEPUTY DIRECTOR GENERAL, From Station (Outward), and To Station (Outward).

- Split pass application details along with original pass application will be shown

The screenshot shows the 'Split Pass application Details' form. It contains the following fields: Unique Pass number (10191), Date of Split Application (20/05/2020), From Station (LUCKNOW (LKO)), To Station (PATNA JUNCTION (PNBE)), Approval Document (with a 'View' link), and Remarks (Emp (YXNNT): I am unable to travel with my family. kindly issue split pass. Approval is attached with the request.). Below the form is a 'Remarks' section with a text area (highlighted with a green box) and two buttons: 'Accept' (blue) and 'Reject' (red).

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

Accept HRMS e-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

My Issued Passes
PTO Application
Accept Pass Application
Manual Pass Entry
Accept Pass Family
Family Declaration For Review
Accept Cancellation Request
Settlement
IPAS

Accept Pass Cancellation Request

Pass Cancellation requests present in the following list are pending for your action. Kind

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
10139	10117	PRIVILEGE PASS	2020	KOSHANA RAM	SENIOR TECHNIC (SPV/P)
10142	10121	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL

- Enter your remarks and click on ‘*Accept*’ button to forward request to Pass Issuing Authority

Pass Request Cancellation Details

Unique Pass number: 10191
Date of Request: 20/05/2020

Approval Document: [View](#)

Remarks: Emp (YYKNTI): Please cancel this pass

Remarks *

Remarks for Pass Application

Accept

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.

Other Reports

PASS

Pass Set List

PASS Application

My Issued Passes

ISSUED Application

Issue Pass

Assign Pass Clerk

Assign Employees

PASS APPLICATIONS

Pass Applications present in the following list are available for Issuing Pass . Kindly click on a Pass Application Number

Show 25 entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Inward)
10123	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	NOLS	BTL

Showing 1 to 1 of 1 entries

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

Outward Journey Details

Station From: Station To:
 Direct Distance: 374.8 km

Break/Journey Stations:
 Distance via Optimal Route: 375.00 km

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Religious Flag	Members Included in Plan
1	Simha Laksh	SELF	01/04/1984	38	M	NAAR.Y	☒
2	Christina Christa Paul	WIFE	16/11/1980	38	F	NAAR.Y	☒

Remarks from NCINZMMMD : ok

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.

Other Reports

PASS

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

PASS APPLICATIONS

SPLIT PASS APPLICATIONS

Split Pass Applications present in the following list are available for issuing Pass. Kindly click on

Show 25 entries

Check Box	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
☒	10145	PRIVILEGE PASS	2020	GM HANAKSHI SHARMA	DEPUTY DIRECTOR GENERAL

- 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

Split Pass application Details

Unique Pass number: 10191 Date of Split Application: 20/05/2020

From Station: LUCKNOW (LKO) To Station: PATNA JUNCTION (PNBE)

Approval Document: [View](#)

Remarks: Emp (YNOTT): I am unable to travel with my family, kindly issue split pass. Approval is attached with the request. PC (DOCHT): Approved. Pass can be issued!

Remarks *

Remarks for Split Pass Application

* Please tick the checkbox below before issuing pass. Don't check the box in case rejecting the split pass application

☒ I am satisfied with the uploaded evidence that employee is unable to accompany his family/dependant relatives and has submitted proof of the same along with approval of competent authority.

Issue Pass **Reject**

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

Pass Cancellation Request

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

PASS Application

My Issued Passes

PTO Application

Issue Pass

Assign Pass Clerk

Assign Employees

Cancellation Request

Pass Cancellation Request

Pass Cancellation requests present in the following list are pending for your action. Kindly click on an Unique

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)
10130	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNICIAN (SPA/T)	CAPE

- 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 Request Cancellation Details

Unique Pass number10191

Date of Request20/05/2020

Approval Document[View](#)

RemarksEmp (YYXNTI): Please cancel this pass
PC (DOOHYS): Forwarding to PIA for further action

Remarks *

Remarks for Pass Application

☐

Please tick the checkbox below before cancelling the pass. Don't check the box in case rejecting the pass cancellation application

I am satisfied with the provided evidence given by employee regarding very special circumstances necessitating cancellation of this pass and employee has provided approval of competent authority for the same.

Cancel Pass

Reject