# पूर्व मध्य रेल

## EAST CENTRAL RAILWAY

**कार्यालय**
**महाप्रबंधक(का)**
**हाजीपुर**

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PCPO's Sl No 3/2021

No. E/204/O/ECR/HJP

Date:- 21.01.2021

1. CAO (Con.)/उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD/पूमरे/हाजीपुर।
3. DRM/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी/प्रशासन/पूमरे/हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/पीडी/डीडीयू, यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
7. Sr.DPO/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक/विधि/पटना।
9. प्राचार्य/क्षेत्रीय रेल प्रशिक्षण संस्थान/मुजफ्फपुर एवं भूली।
10. सभी मुकार्याधी/कार्याधी/पूमरे/हाजीपुर

विषयः– Extension of dead line for issuance of manual pass to Railway Employees.
संदर्भः–Railway Board's letter No. PC-VII/2020/HRMS/6 Date:22.01.2021.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना, मार्गदर्शन एवं अग्रेत्तर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information, guidance and needful onward action please.

संलग्नकः यथोपरि।

DA: As above.

Signed by Saurabh Sawarn
Date: 22-01-2021 16:18:15
Reason: Approved

(सौरभ सावर्ण)
वकाधि/ई.एस.एम.
कृते महाप्रबंधक (का0)/हाजीपुर

**प्रतिलिपि/–** निम्नलिखित को सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु प्रेषितः–

1. महासचिव/ईसीआरकेयू/पूमरे/हाजीपुर।
2. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/पूमरे/हाजीपुर।
3. सकाधि(एम.पी.पी.)/पूमरे/हाजीपुर–कृपया इसे वेबसाइट पर अपलोड करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।

कृते महाप्रबंधक (का0)/हाजीपुर

**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 1st 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/-**

**No. PC-VII/2020/HRMS/6** **New Delhi, dated: 22 .01.2021**

**Copy to:**

1. The DG, National Academy of Indian Railways, Vadodara.
2. The General Manager, CORE/Allahabad
3. The Director General, RDSO, Lucknow,
4. PFAs, All Indian Railways, PUs, NFR(Const).
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and FA&CAO, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL, RailTel Corporation.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
20. The Editor, 'Bhartiya Rail'.
21. The Editor, 'Indian Railways'.
22. The Chairman, Passenger Services Committee.
23. The Chairman, Passenger Amenities Committee.
24. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
25. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
26. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
27. The C.A.O. (Const.), Central Railway, Mumbai.
28. Nodal Officers HRMS, All Indian Railways.
29. The Director (Movement) Railways/Calcutta.

**(Jaya Kumar G)**
**Deputy Director, Pay Commission-VII/HRMS**
**Railway Board**

**Contd...3/-**

**No. PC-VII/2020/HRMS/6** **New Delhi, dated: 22 .01.2021**

**Copy to:-**

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi
4. The Secretary General, Federation of Railway Officers' Association.

**For Secretary/ Railway Board**

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