पूर्व मध्य रेल
EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक (का.)
हाजीपुर

PCPO's Cir. Sl. No.144/2024

No.ECR-HQ0PERS (RULE)/2/2024 Com.No.260300)

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-Launch of Duty Pass Module of HRMS on pilot basis.

संदर्भः-Railway Board's letter No.-PC-VII/2024/HRMS/38, Dated-14.11.2024.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना 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 and needful onward action please.

DA: As above.

Signed by
Manoj Kumar Choudhary
Date: 16-12-2024 13:42:36

(एम.के.चौधरी)
सकाधि/ई.एस.एम.
कृतें महाप्रबंधक (का.)/पूमरे/हाजीपुर

प्रतिलिपि/– निम्नलिखित को सूचनार्थ 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 कराने की व्यवस्था करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD) (रेलवे बोर्ड)

No. PC-VII/2024/HRMS/38 **New Delhi, dated : 14 .11.2024**

Principal Chief Personnel Officers
All Indian Railways
(As per standard mailing list)

Sub : Launch of Duty Pass Module of HRMS on pilot basis

Duty Pass Module of HRMS has been developed to enable application and generation of Duty Passes through HRMS and facilitating booking of tickets on the same digitally. It was launched on pilot basis in Railway Board's office and DLI Division of Northern Railway.

2. It has now been decided to launch the duty pass module on pilot basis across Indian Railways with effect from **18.11.2024** to enable thorough hands on experience to the Railway users on the new Module. The User Manual for operation of Duty Pass Module is enclosed at *Annexure-I.*

3. In view of the same, following is advised:

(i) During the pilot launch, issuance of Duty Passes in manual and digital format will remain in force. However, all the Units shall encourage the officials to avail the Duty Passes preferably through HRMS.

(ii) Efforts may be taken to restrict the issuance of manual Duty Pass only to the personnel involved in critical operations and exigencies only.

(iii) The Field Units may also furnish a feedback regarding the modifications required, if any, to be made in the said Module as observed by them to Board's office.

(iv) All the existing Duty Passes, which have been issued physically shall continue to be valid for the duration mentioned on such passes.

4. This issues with the approval of competent authority.

Encl: As above

14/11/24.

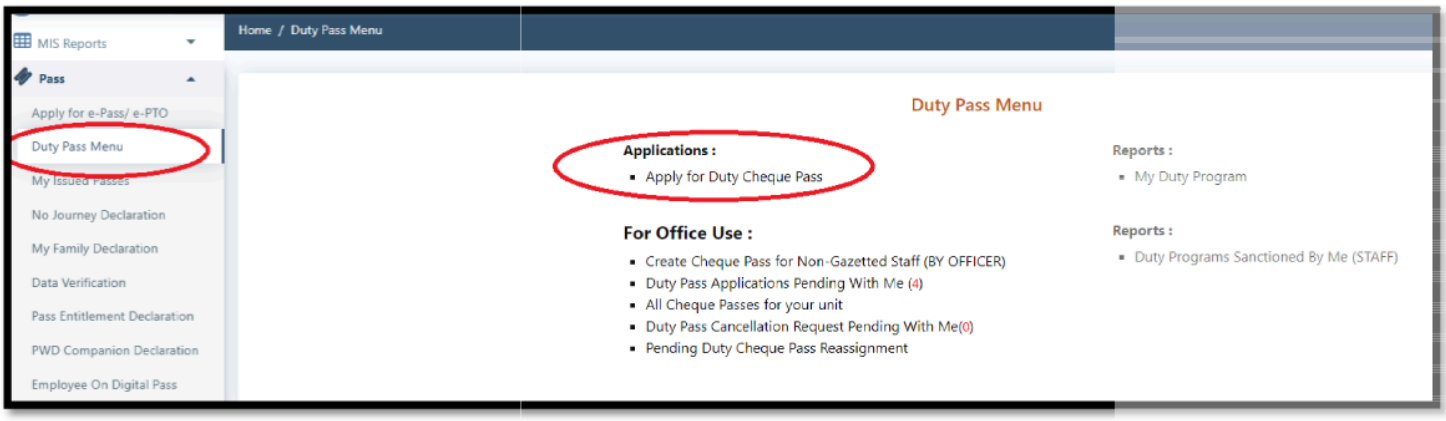
(Jaya Kumar G)
Joint Director Pay Commission & HRMS
Railway Board
Room No. 6, 4th Floor
Tele. No. 011-47845125
E-mail ID – jaya.kumarg@gov.in

Copy to:

(i) PPS to Secretary, Railway Board, for information of Secretary, Railway Board
(ii) PPS to AM(HR), for information of AM(HR)
(iii) PPS to AM(Comm.), for information of AM(Comm.)
(iv) PPS to PED/IR, for information of PED/IR
(v) GM/HRMS/CRIS, for necessary action

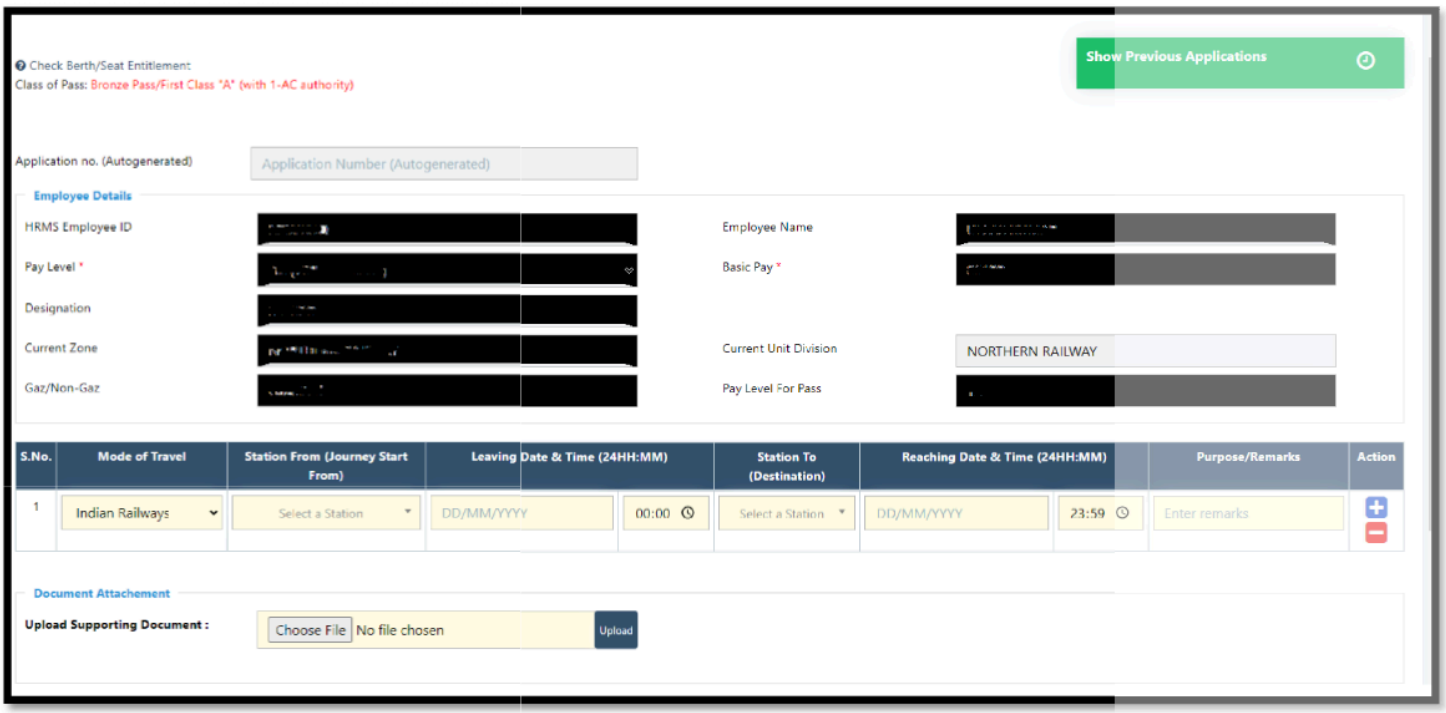
Duty Cheque Pass

Functionality for issuing of Duty Cheque Pass has been enabled in HRMS Web Portal. All serving employees can apply for it, online using the menu: **Pass -> Duty Pass Menu -> Applications: Apply For Duty Cheque Pass**

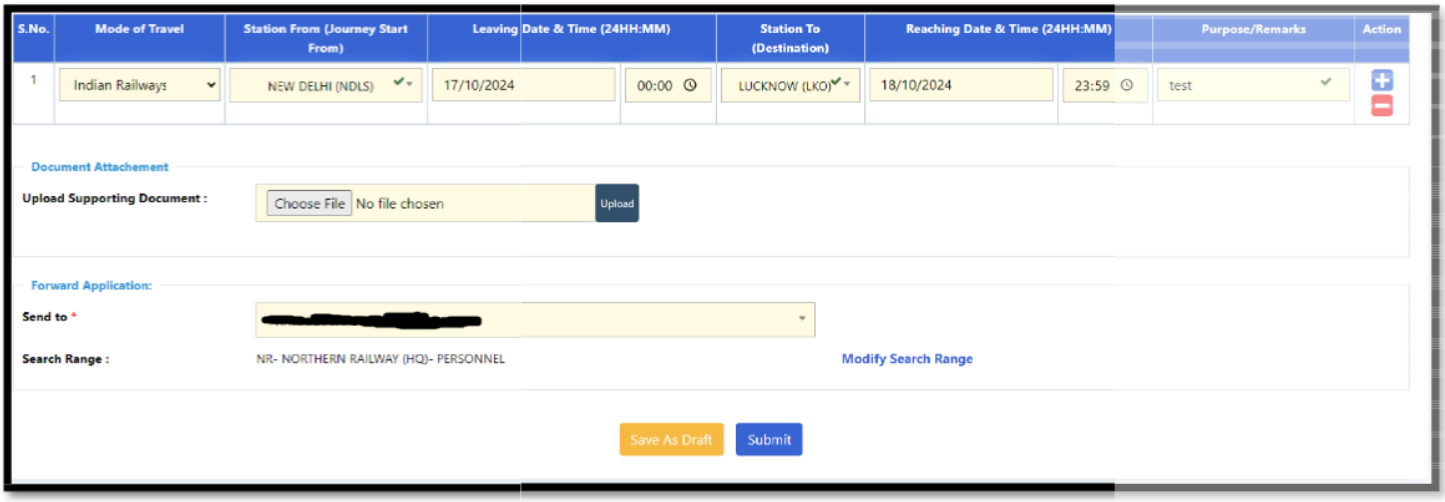


Eligibility: All serving Railway Employees, including those under order of transfer (Transfer Out), can access this menu to apply for Duty Cheque Pass.

- ❖ Employees whose Photo is not uploaded in the system won't be able to apply for Duty Cheque Pass. Photo can be uploaded from ESS -> Edit My Details -> Photo & Signature.
- ❖ Entitlement will be based on Pay Level as approved in Employee Master.

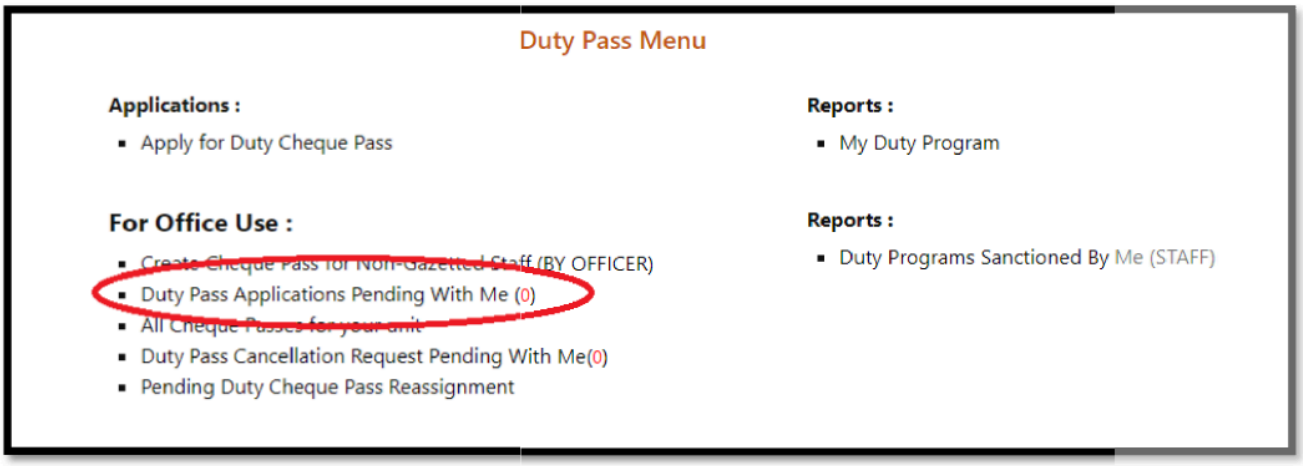


Employees have to give details of the tour program as shown above while all the basic details are fetched from Employee Master. The application can be sent to any Gazetted Officer , who can be searched as per search range which can be modified.

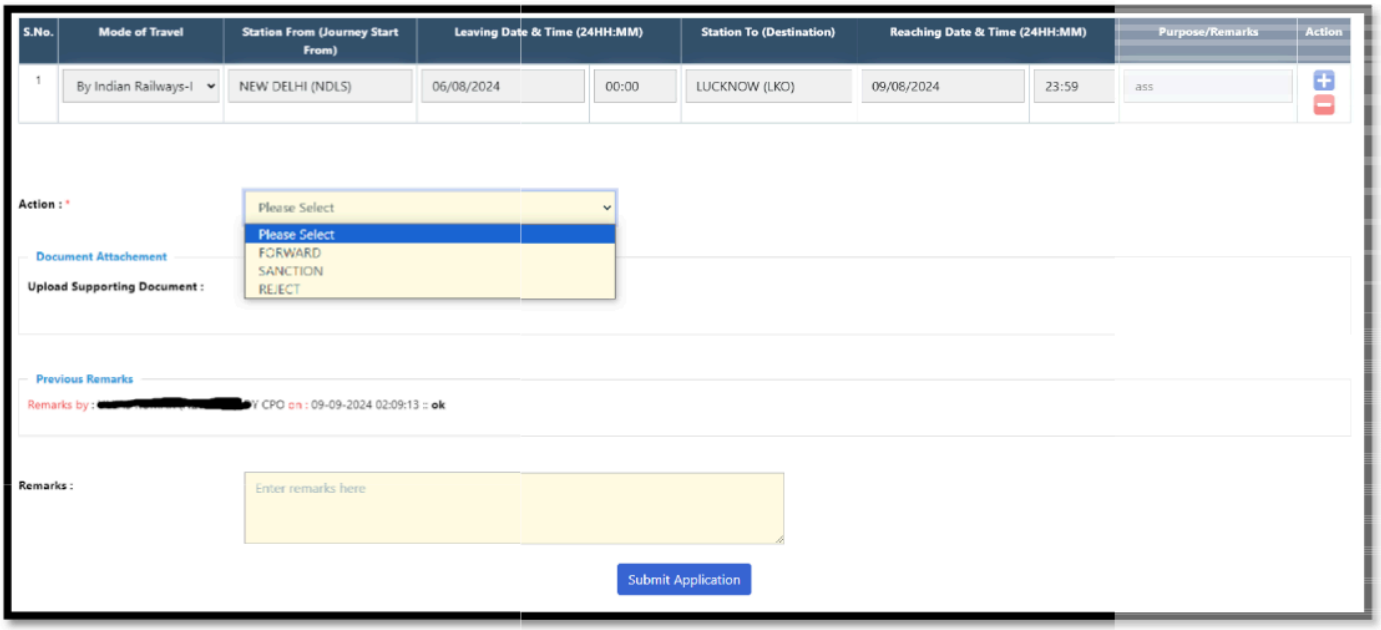


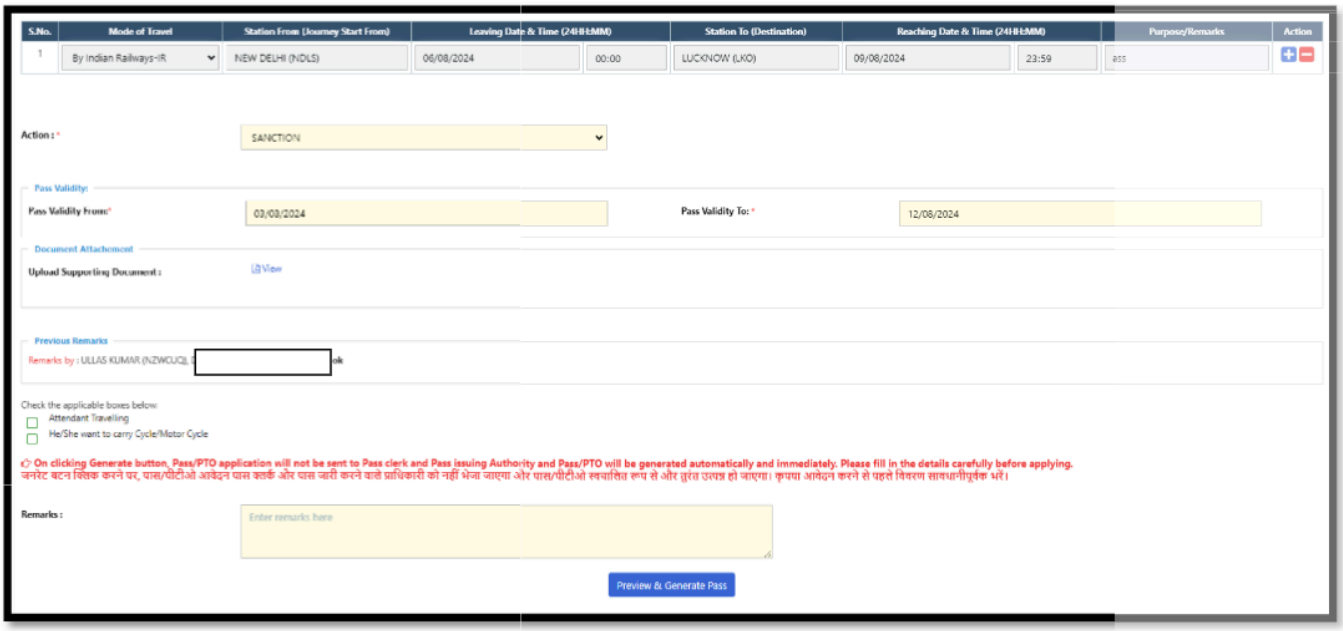
Approval Process For Non-Gaz Employee:

Duty Cheque Pass application can be approved by any Gazetted Officer. Presently there is no check on Pay Level. For approval, pending applications can be approved under menu link **For Office Use: Duty Pass Applications Pending With Me**



Officers have option to either forward the application to any other officer or Sanction or Reject. If Sanctioned, it will show editable pass validity period starting from 3 days before the first “From Date” of the tour and 3 days after the last “To Date”. Officer can then preview & generate the pass for the employee in case of Non-Gazetted employee. Thus the pass is generated along with approval and can be accessed by employee. SMS notification is sent just like existing Privilege Pass.



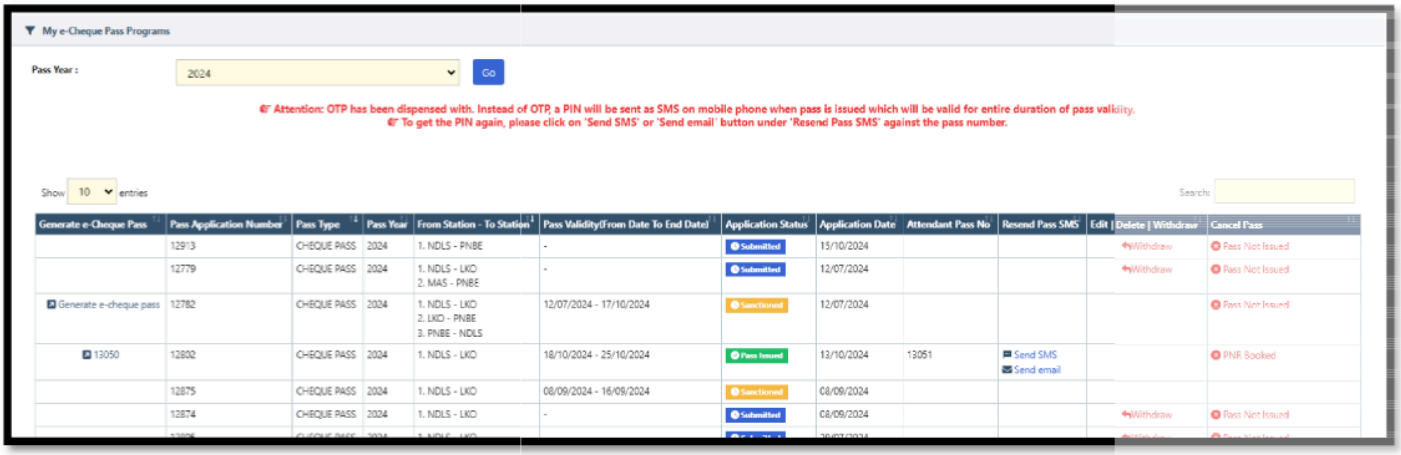


Approval Process For Gazetted Employee:

In case applicant is Gazetted employee, the approving authority can select Sanction and Submit. The applicant officer can then generate the pass from the menu item **Reports: My Duty Program**

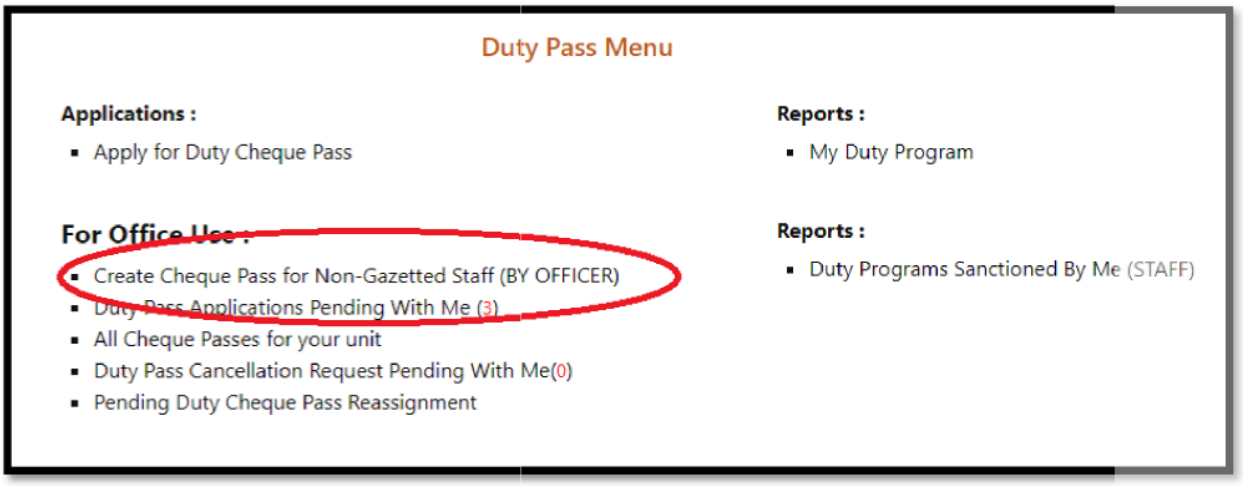
Gazetted Officers have the option of selecting family while generating pass. The option of selecting attendant is provided to all employees in Pay Level 6 and above.

My Duty Program menu shows the status of all applications and in case of sanctioned program, it gives option to view ePass and generate ePass in case of Gazetted Officers. Applicants can also withdraw their application from here before sanction or rejection.



Creation of Pass Directly by Gazetted Officer

Gazetted officers can themselves create cheque pass for Non-Gaz employees even if they do not apply. The same can be done using the menu item **Create Cheque Pass for Non-Gazetted Staff (BY OFFICER)** under Office Use. The pass is generated upon sanction and employee is notified by SMS.

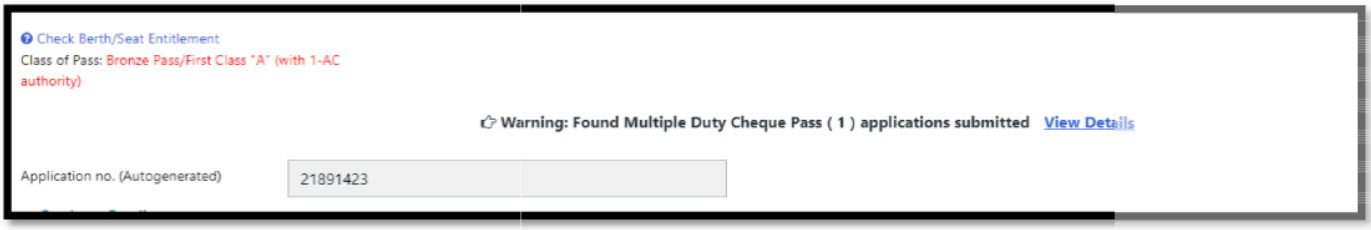


Ticket Booking on Duty Cheque Pass:

Booking of tickets on Duty Cheque Pass is done in the same way as Privilege Pass. PIN is notified in phone and email and it can be resent from My Duty Program menu.

Limitations on number of Duty Cheque Pass per employee:

Presently there is no limit on number of times Duty Cheque Pass can be availed. It is understood that on the same day an employee may need multiple duty cheque passes for shorter routes. But one check has been provided that if multiple Duty Cheque Passes exist for any employee, sanctioning officer gets a warning message along with details of existing applications. Similarly, If Gazetted officer issues cheque pass to staff on his own, warning message for existing applications is popped up.



Cancellation Of Pass:

A pass can be cancelled if no PNR is booked against it. If PNR is already booked, it should be cancelled before cancelling the pass. The cancellation request is forwarded to the authority, who had sanctioned the pass. They can accept cancellation/reject or forward it to any other Gazetted Officer.

Pass can also be cancelled by the officer directly by using the option in the menu **Duty Programs Sanctioned By Me.**

If application is not sanctioned / rejected yet, it can be withdrawn. All these actions are provided in **My Duty Program**.

Reassignment of pending Duty Cheque Pass: Option is given to re-assign pending duty cheque passes. This can be restricted to Unit Admin.

Reports:

1. **My Duty Program**

Employees can see details of all their duty cheque passes alongwith status. They can view generated pass here, resend sms/email, withdraw unsanctioned application or cancel unused pass.

2. **Duty Programs Sanctioned By Me**

Access to Gazetted Officer is available for enlisting all duty programs sanctioned by them. Officers also have option to cancel the pass from here.

3. **All Cheque Passes for your Unit**

This report shows all cheque passes of last 3 months of the unit. This can be restricted to Unit Admin.

Apart from above, No specific role in HRMS is required for applying or approving Duty Cheque Pass.