

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

No PC-VII/2020/HRMS/6

New Delhi, dated. 29.05.2026

All General Managers.  
Zonal Railways.PSU, CTIs  
(As per Standard Mailing  
List)

Chairman & Managing Director,  
IRCTC,  
11<sup>th</sup> Floor,Statesman House,  
New Delhi

Managing Director,  
CRIS,  
Chanakyapuri,  
New Delhi.

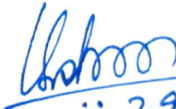
**Sub: Guidelines for e-Pass/PTO Module of HRMS**

E-Pass/PTO Module of HRMS has been launched on 10.08.2020 and the same has been operationalised across all Indian Railways. The facility was subsequently extended to Post Retirement Complementary (PRCP) and post-death passes. All serving employees have been availing Privilege Passes, PTOs and Duty Cheque Passes through HRMS only. As an exception, options are provided to Divyang and retired employees to avail the Privilege Pass/PRCP in physical mode, if they so require.

2. The matter regarding simplifying the issue of passes has been under consideration. It has therefore been decided that all passes for employees and retirees should be generated through HRMS. Requests for issue of pass in the manual mode, by divyang employees/ retirees will also be processed through HRMS and passes will be generated through HRMS and not through pre-printed stationery.

3. Necessary instructions may be issued to all concerned.

4. This issues in consultation with the Establishment (Welfare) Directorate and approval of competent authority of Railway Board.

  
.. 29/05/26

(Shatrughna Behera)  
Executive Director (MPP)  
Railway Board

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