PBC No: 27/2026

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेनै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(G)534/XVI/PBC Circulars दिनांक/Dated:11.02.2026

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub: Booking of UTS tickets at UTS counter on Digital Pass/PTO issued by HRMS– reg.

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A copy of CCM/PM/SR's letter no. C.378/VIII/25/UTS Policy/2025 dated 29.01.2026 is enclosed for information guidance and necessary action.

Encl. 02 Pages

11.02.2026

(SHIKHA LAL)
Chief Personnel Officer / Gaz
For Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

SOUTHERN RAILWAY

Office of the CCM/PM,
2nd floor Moore Market Complex,
Chennai-600 003.

No.C.378/VIII/25/UTS Policy/ /2025 Dt:-29.01.2026

SDGM & CVO

PCCM, PCOM, PCPO, PFA, PCEE, PCE, PCME, PCSO, PCMM, PCSTE, PCSC, PCMD

DRM / MAS, MDU, PGT, SA, TPJ & TVC

Sub: Booking of UTS tickets at UTS counter on Digital Pass/PTO issued by HRMS – reg.

Ref: (i) Railway Board's letter No.2024/TG-I/10/E-Pass dt. 09.01.2026

(ii)CRIS letter No.CRIS/HQ/IMPT/55/2023-UTS-Part(1) dt .12.12.2025

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With reference to the letters cited above, it is informed that the **Unreserved Ticketing System application has been integrated with HRMS** to facilitate *booking of unreserved tickets by Railway employees* using Digital Privilege Pass (e-PASS) and Privilege Ticket Order (e-PTO), **at UTS Counters.**

In this connection, the details of the complete booking and cancellation process are detailed as under:

Process Flow for Booking of Unreserved Tickets at UTS Counters on e – Pass / e - PTOs issued through HRMS

Booking Process:

- Two new concession codes are defined in UTS:
  - EPPASS - to book on e-PASS
  - EPTORD - to book on e-PTO

- The digital pass number (Unique Pass Number) generated through IR-HRMS portal (pass module) along with pre-OTP will be provided by passengers to proceed the booking in UTS.

- UTS application will validate Journey Details, Pass Number & OTP from HRMS system.

- If validation is failed, then booking will not be allowed and proper message (booking not permitted or incorrect Pass number/OTP) will be displayed to the user. User will be allowed to edit Journey details or Pass details and try again.

Cancellation: In case of cancellation of ticket, the cancellation enquiry will be validated from HRMS to check whether cancellation is permitted or not. After the successful cancellation or non-issue, the details will also be updated in HRMS.

Note: Booking and Cancellation on e-Pass/e-PTO will be allowed only, if transaction is valid/permitted as per the policy implemented in HRMS pass system.

This is for kind information please.

(P.V.Manoj)
Dy.CCM/PM
/ CCM / PM / SR

Copy to: **CCM / PS & CCM / FM** for kind information please.

Sr.DCM / MAS,TVC, SA, TPJ, MDU & PGT for kind information and necessary action.