PBC No: 84 /2026

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

सं/No: P(G)534/XVI/PBC Circulars दिनांक/Dated: 08.06.2026

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

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A copy of Railway Board's letter No. PC-VII/2020/HRMS/6 dated 29.05.2026 on the above subject is enclosed for information guidance and necessary action.

Encl. 01 Page

MURUGANANTHAM SUNITHA Digitally signed by MURUGANANTHAM SUNITHA

(M.SUNITHA)
Senior 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.

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, 11th 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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