PBC No: 97/2026

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/Date: 03.07.2026

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.**

संदर्भ/**Ref: PBC No.84/2026 dated 08.06.2026 .**

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Railway Board's guidelines for e-Pass/PTO Module have been circulated as PBC 84/2026. It has been stated that all passes for employees and retirees shall be generated through HRMS and request for issue of passes in manual mode by Divyang employees/retires will also be processed through HRMS and passes will be generated through HRMS only and not through pre-printed stationery.

In this connection all units are advised to strengthen their Pass Sections with adequate manpower and necessary infrastructure. Help Desks and facilitation counters may also be established to render assistance for registration to retired employees in such a way that they are issued with passes through HRMS in least possible time. Necessary action may be taken to ensure a smooth transition.

Digitally signed by SIDDARTH S K RAJ

(SIDDARTH S K RAJ)
Deputy 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.