PBC No.104/ 2026

दि णरेलवे Southern Railway
धानमु कामिकअधिकारी कायालय
Office of the Principal Chief Personnel Officer
धान कायालय, कामिक विभाग, चे ै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)436/P/HRMS दिनांक/Dated: 17.07.2026

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

विषय/**Sub: Mandatory issue of Duty Passes through HRMS.**

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A copy of the Railway Board's letter No.PC-VII/2024/HRMS/38(Pt) dated 13.07.2026 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 14.11.2024 referred to therein has been circulated as PBC No. 250/2024.

संल क/Encl. 2 Pages

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
Date: 2026.07.17 12:07:00
'+05'30

सहायककमचारीसंबंधीअधिकारी/Asst Personnel Officer /IR&Trg.
कृते मुकाधि/**For Principal Chief Personnel Officer.**

तिलिपि/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.

6988866/2026/O/o Ch OS/Rules/Pers/HQ/SR

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

No. PC-VII/2024/HRMS/38(Pt) New Delhi, dated : As signed

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

Sub : Mandatory issue of Duty Passes through HRMS
Ref: Board's letter No. PC-VII/2024/HRMS/38 dated 14.11.2024

Kindly refer to Board's order under reference wherein the Duty Pass Module of HRMS was launched on pilot basis to facilitate online generation of Duty Cheque Passes and booking of tickets on the same. Option was given to the Field Units to continue with the practice of grant of physical Duty Cheque Passes in case of exigencies and to the personnel involved in critical operations.

2. However, since Duty Pass Module of HRMS has now been successfully linked with RailOne Mobile Application, thereby enabling Railway employees to book unreserved tickets online, it has been decided by the competent authority that with effect from **15th July, 2026**, all the Duty Cheque Passes shall be issued only through HRMS and no physical Duty Cheque Passes may be issued in physical manner. However, all physical Duty Cheque Passes already issued before 15th July, 2026 shall continue to remain valid for the duration of such passes.

3. This issues with the approval of the competent authority and concurrence of Commercial Directorate of Railway Board.

Encl: As above

Digitally signed by Jaya Kumar G
Date: 13-07-2026 15:51:46

(Jaya Kumar G)
Joint Director Pay Commission & HRMS
Railway Board
Tele. No. 011-47845125
e-mail ID - jaya.kumarg@gov.in

Copy to:

1. **PPS to Secretary, Railway Board, for information of Secretary, Railway Board**

2. **PPS to AM(HR), for information of AM(HR)**
3. **PPS to AM(Comm.), for information of AM(Comm.)**
4. **PPS to PED/IR, for information of PED/IR**
5. **GM/HRMS/CRIS, for necessary action**