PBC No: 110/2026

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 Circular दिनांक/Dated:28.07.2026

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 on issuance of Post Retirement Complementary Passes (PRCP) through HRMS – reg.**
संदर्भ/**Ref: PBC No.84/2026 dated 08.06.2026.**

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Railway Board vide letter No. PC-VII/2020/HRMS/6 dt.29.05.2026 issued guidelines for e-Pass/PTO Module of HRMS on issuance of Post Retirement Complementary Passes (PRCP) to pensioners and passes to serving PwBD employees through HRMS have been circulated as PBC 84/2026.

In continuation to the above, a copy of Railway Board's letter No. PC-VII/ 2020/ HRMS/6 dt.15.07.2026 on the above subject is enclosed for information and guidance and necessary action.

Encl.01 page

(R. Rajesh Kumar)
Senior Personnel Officer/ Gaz./CBT
***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 RAILWYS
रेलवे बोर्ड/ RAILWAY BOARD

File No. PC-VII/2020/HRMS/6
(E-office no. 3320706)

New Delhi, Dated: 15.07.2026

All General Managers,
Zonal Railways,PUs,CTIs
(As per Std Mailing List)

Chairman & Managing Director,
IRCTC, 11th Floor, Statesman House, New Delhi

Managing Director,
CRIS, Chanakyapuri,
New Delhi.

Sub: Guidelines on issuance of Post Retirement Complementary Passes (PRCP) through HRMS

Ref. This office letter of even number dated 29.05.2026

Vide letter of even number dated 29.05.2026 under reference, guidelines regarding issuance of Post Retirement Complementary Passes (PRCP) to pensioners and passes to serving PwBD employees through HRMS were issued. The objective was to facilitate the pensioners/ serving PwBD employees to avail the facility of booking tickets through IRCTC portal in addition through PRS counters.

Subsequent to issue of the above instructions, Zonal Railways have sought directions for implementation of the guidelines. Representations have also been received from various other sources.

A large number of pensioners / serving PwBD employees are already availing the above facility since the issue of instructions dated 29.05.2026. Hence, the general guidelines regarding issue of PRCP / privilege passes through HRMS will continue.

However, manual passes may be issued as an interim measure wherever problems are faced in issuing passes through HRMS. Record of reasons for issue of manual passes should be kept for corrective actions in the e-pass module of HRMS. The assessment of various improvements and action required to be taken will be reviewed after 03 months.

This has the approval of competent authority.

15/07/26

(Shatrughna Behera)
Executive Director (MPP)
Railway Board
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