PBC No: 114/2026

दि ण रेलवे Southern Railway
धान मु कामिक अधिकारी का कायालय
Office of the Principal Chief Personnel Officer
मु कायालय, कामिक विभाग, चेनै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(G)534/XVI/PBC Circular दिनांक/Dated:06.08.2026

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.**

संदभ/**Ref: PBC No.84/2026 dated 08.06.2026 and PBC No.110/2026 dated 28.07.2026**

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Railway Board vide letter No. PC-VII/2020/HRMS/6 dt.29.05.2026 and 15.07.2026 has 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 which have been circulated as PBC No. 84/2026 and PBC No.110/2026 respectively.

In continuation to the above, a copy of Railway Board's letter No. PC-VII/ 2020/ HRMS/6 dt.31.07.2026 on the above subject is enclosed for information and guidance and necessary action.

Encl.01 page

MURUGANANTHAM SUNITHA
Digitally signed by MURUGANANTHAM SUNITHA

(M Sunitha)
Senior Personnel Officer/Gazetted
***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 **New Delhi, Dated: 31.07.2026**
(E-office no. 3320706)

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 letters of even number dated 29.05.2026 & 15.07.2026

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. Subsequently vide letter of even number dated 15.07.2026, provision was made to issue manual passes as an interim measure for three months, keeping the general policy of issue of PRCP / privilege passes through HRMS intact.

2. Recognised federations and pensioners associations have represented that many pensioners/widows are not digitally literate, there is lack of internet connectivity and that many Railway units are not prepared to implement the instructions for issue of e-passes. They have requested to continue with the earlier arrangement whereby retired railway employees, family pensioners and serving Divyang employees were allowed to obtain Passes/PTOs either through HRMS or through the manual system, at their own discretion and convenience.

3. The issue has been examined in detail. The general guidelines regarding issue of PRCP/ privilege passes through HRMS will continue. Railways/units are instructed to set up helpdesks/facilitation centres and provide necessary facilities in all locations where manual passes are issued so that eligible beneficiaries are not put to any inconveniences in obtaining the passes.

4. In view of the issues raised at para-2 above, it has been decided that retired railway employees, family pensioners and serving Divyang employees may be allowed to obtain Passes/PTOs either through HRMS or through the manual system, as per their options. The issue will be reviewed after 06 months. ***It is to be noted that these relaxations are not applicable for those pensioners / family pensioners who are already availing passes through HRMS including those who were already taking their passes through HRMS during service.***

This has the approval of CRB & CEO.

31/07/26

(Shatrughna Behera)
Executive Director (MPP)
Railway Board
Tele.No.01147847240
e-mail ID: edtmpp@rb.railnet.gov.in