

Employee's Pass Functionality Guide

1. Open any web browser (for example Chrome).
2. Type **https://hrms.indianrail.gov.in/HRMS** in URL text box.
3. Login page shall be opened.
4. Enter Username and Password.(For getting Username and Password, please download HRMS Mobile App).
5. OTP shall be received on user's registered mobile number.
6. Enter OTP.
7. Home page of HRMS application shall be opened with menus on left side.
8. Click on "*Pass*" menu. A drop down menu list shall open.
9. Click on "*Family Declaration*" Menu. A list of family member details (Accepted by AA personal Dept) shall be shown with option to select , some remarks and document (if required).
10. If family member details not shown, please contact Personal Dealing Clerk as family data may not be accepted by Accepting Authority.
11. User to select "*I agree to the Terms & Conditions above.*" and press "*submit*" button.
12. Click on "*Pass Set List*" menu.
13. If user's manual pass data is not yet entered in system", a message "*Your manual Pass declaration is pending with Pass Clerk. Kindly contact your Pass Clerk to get it completed.*" shown.
14. If user's Pass Clerk has entered user's manual pass data then a SMS is received on user' registered mobile number. A manual pass data screen shall be opened. User need to check data .
15. User can accept/Return to clerk with remarks. "*Accept*" and "*Return to Clerk*" buttons and remarks text box are shown.

Registration on HRMS Mobile App

1. Download HRMS Application from Google Play/Apple Store.
2. Click on "*Register Now*".
3. Enter IPAS employee number. Press "*Proceed*".
4. Employee's HRMS ID with other details shall be shown.
5. An OTP shall be sent to user's mobile number.
6. Enter OTP.
7. HRMS ID and Password shall be shown.