

**NORTH CENTRAL RAILWAY**

**Head Quarter, Office  
Subedarganj, Prayagraj  
NCRPS -6009/2021  
Dated: 25 .01.2021**

No. 797-E/Policy/2021/Pass

All PHODs / CHODs, NCR HQ office, Prayagraj,  
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,  
CWM/JHS WS, CWM/ MLR WS, CWM/ RSK/STLI, CWM/CPOH Prayagraj,  
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, DyCPO/WS/JHS,  
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,  
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP  
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,  
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CITA / Kanpur,  
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,  
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training  
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,  
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,  
Principal- Electric Training Centre/TRD/Jhansi.

**Sub:**Extension of dead line for issuance of manual pass to Railway  
Employees.

**Ref:**Railway Board Letter No. PC-VII/2020/HRMS/6 dated 22.01.2021.

...X...

Copy of Railway Board's letter NO. PC-VII/2020/HRMS/6 dated  
22.01.2021, is annexed herewith for further necessary action.

Policy Letter Circulated under NCRPS is also be available on website  
[www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) (About us→Department→Personnel→NCR Policy Circulars).

**DA:** as above

*B. K. Chaturvedi*  
25/01/21  
**(B. K. Chaturvedi)**  
**SPO/IR**  
For General Manager/P

C/- Secretary to GM for kind information to General Manager  
C/- Secretary to AGM for kind information to AGM  
C/- All Personnel Officer in HQ  
C/- All Recognized Union and Associations

*B. K. Chaturvedi*  
25/01/2021

*B. K. Chaturvedi*  
25/01/2021

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

PCPO  
25.1.2021  
CPOTR  
overpo/MO  
Chro/ptoy  
A. Ch. L. L. L.  
25.1.21

No. PC-VII/2020/HRMS/6

New Delhi, dated: 22 .01.2021

To,

The General Manager,  
All Indian Railways and Production Units/Training Institutes  
(As per mailing list)

**Sub: Extension of dead line for issuance of manual pass to Railway Employees.**

**Ref: Board's letter No. PC-VII/2020/HRMS/6 (Part) dated 16.11.2020 and 17.11.2020  
(Corrigendum)**

Please refer to Board's letter dated 14.08.2020 (RBE No. 66/2020) circulating the guidelines for e-Pass / PTO module of HRMS. The dead line for issuance of physical passes was extended upto 31.12.2020 vide Board's letter referred above and it was also communicated that from 1<sup>st</sup> January, 2021 onwards the system may invariably be shifted to e-Pass module in respect of all serving employees.

2. It has been observed that e-Pass / PTO module of HRMS has gained acceptance amongst large number of Railway Employees and nearly 2,75,000 Passes have been issued through HRMS module till date. However, it is observed that some issues have been reported from certain quarters regarding issuance of e-Pass arising out of certain technical / logistic issues resulting in delay in issue of passes and issuing tickets to employees. The complaints have largely been relating to generation of OTP as well as regarding completion of data entry in exceptional cases and also relating to acquaintance with the new mode of issuance of passes.

3. In order to increase the awareness amongst Railway Employees, various efforts have been made such as circulation of short videos relating to use of e-Pass module, issue of instructions in bilingual and vernacular languages.

4. The issue has further been examined in Board's office and in order to avoid any hardships to the employees in availing the passes, it has been decided by the competent authority that in exceptional and emergency cases where e-Pass could not be issued due to non-completion of data entry or any other unforeseen technical problems which could not be resolved within a stipulated time frame, physical passes may be issued till 28.02.2021. However, issue of passes through HRMS module shall be given priority and issue of physical passes maybe resorted to in emergent and extraordinary situations only. While issuing the passes through physical mode, pass account of the employee in the e-Pass module may be updated invariably.

5. This issues with the approval of Competent Authority.

  
(Jaya Kumar G)  
Dy. Director, PC-VII & HRMS  
Railway Board  
Ph. No. 011-47845125