



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तररेलवे/गोरखपुर-273012
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक-19

आर.बी.ई. सं.-NIL

File No: NER-HQ0PERS(POLI)/6/2023-O/o SPO/HQ/HQ/NER(**Computer No:** 86343) दिनांक 10.02.2023

सचिव/महाप्रबन्धक

सचिव/अपरमहाप्रबन्धक

सभी विभागाध्यक्ष

सभी मण्डल रेल प्रबन्धक

सभी कार्मिक अधिकारी

सभी मुख्य कारखाना प्रबन्धक

सभी अतिरिक्त मण्डलाधिकारी/स्थापना

विषय :- Modifications in e-Pass Module of HRMS

सन्दर्भ :-रेलवे बोर्ड का पत्र सं. PC-VII/2020/HRMS/6 दिनांक 06.02.2023

रेलवे बोर्ड का पत्र सं. PC-VII/2020/HRMS/6 दिनांक 06.02.2023 की प्रतिलिपि सूचना, मार्ग दर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है ।

संलग्नक/यथोपरि

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(विजय कुमार सिंह)

सकाधि/एमपीपी एवं आई.टी.
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एशोसियेशन/गोरखपुर।

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कृते महाप्रबन्धक/कार्मिक

GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board(रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/6

New Delhi, dated: 06.02.2023

**The General Managers,
All India Railways & Production Units,
(As per mailing list)**

Sub: - Modifications in the e-Pass Module of HRMS

This is to inform that in order to provide a significant boost to the user experience and convenience while using the e-Pass Module of HRMS, certain modifications have been introduced in the same which are detailed as under:

- (i) The e-Pass/PTO shall be issued automatically and immediately by the HRMS system upon submission of request by the user, as per extant Railway Servant (Pass) Rules, without any need for approval of Pass clerk or Pass issuing authority.
- (ii) Option has been provided to employees to re-declare existing family declaration, which will be auto accepted, without any need for approval of pass clerk / pass issuing authority if there is no change in the new declaration. To reconfirm the existing declaration, without any change, the employee may click on **No Change in Family Declaration** button, and thereafter the system will allow issue of pass based on existing family declaration.
- (iii) In case there is any change in family details, the same can be done by using the **Re-Declare Family** button to access family declaration page, and submit revised family declaration for approval. Pass will be issued as per revised declaration only after approval.
- (iv) Cancellation of pass and changes in family declaration would still require approval of pass clerk/ pass issuing authority.
- (v) Option for faster and alternate route has been provided for PTO as well, as is currently available for Pass.
- (vi) Family declaration to be mandatorily given by employee once in a year. e-Pass shall not be issued if the family declaration is more than one year old. However, a grace period of 1 month shall be available to the employee during which pass will still be issued on the basis of earlier declaration, if a service

request for family declaration has been submitted by the employee for approval. This rule will come into force from 19.02.2023.

2. It is requested that the aforementioned modifications in the e-Pass Module may be widely circulated amongst all the employees for their convenience. The employees may also be advised to exercise necessary caution while filling the details of origin, destination and break/via journey stations and choice of family members to be included in the e-Pass as in the new system, the pass will be auto-issued without being submitted to Pass Issuing Authority.



(Jaya Kumar G)

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Railway Board

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Copy to:

- (i) PPS to PED(HR), for the information of PED(HR)
- (ii) JS/Railway Board