



पूर्व तट रेलवे/EAST COAST RAILWAY
मुख्यालय कार्यालय, कार्मिक विभाग, रेल सदन, साउथ ब्लॉक भुवनेश्वर
**Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017**



No.ECoR/Pers/R/e-Pass/PTO

Date: 01.06.2026

ALL PHODs/CHODs.
DRMs/CWM
CAO (Con)/BBS & WAT.
East Coast Railway.

Sub: Guidelines for e-Pass/PTO Module of HRMS.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं PC-VII/2020/HRMS/6 दिनांक 29.05.2026 की प्रति लिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Letter No. PC-VII/2020/HRMS/6 dated 29.05.2026 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(Subash Chandra Hota)
Assistant Personnel Officer-I
for Principal Chief Personnel Officer

Copy to:-

1. Secretary to GM for kind information of GM.
2. Secretary to AGM for kind information of AGM
3. Chairman RRB-SC & RRC-BBS,
4. Dy.CPOs/Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
5. General Secretary- ECoRSC & ECoRSU.


for Principal Chief Personnel Office

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड / RAILWAY BOARD

Shri Rahul
29/05/26

No PC-VII/2020/HRMS/6

New Delhi, dated. 29.05.2026

All General Managers,
Zonal Railways, PSU, CTIs
(As per Standard Mailing
List)

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

Managing Director,
CRIS,
Chanakyapuri,
New Delhi.

Sub: Guidelines for e-Pass/PTO Module of HRMS

E-Pass/PTO Module of HRMS has been launched on 10.08.2020 and the same has been operationalised across all Indian Railways. The facility was subsequently extended to Post Retirement Complementary (PRCP) and post-death passes. All serving employees have been availing Privilege Passes, PTOs and Duty Cheque Passes through HRMS only. As an exception, options are provided to Divyang and retired employees to avail the Privilege Pass/PRCP in physical mode, if they so require.

2. The matter regarding simplifying the issue of passes has been under consideration. It has therefore been decided that all passes for employees and retirees should be generated through HRMS. Requests for issue of pass in the manual mode, by divyang employees/ retirees will also be processed through HRMS and passes will be generated through HRMS and not through pre-printed stationery.

3. Necessary instructions may be issued to all concerned.

4. This issues in consultation with the Establishment (Welfare) Directorate and approval of competent authority of Railway Board.

(Shatrughna Behera)
29/05/26
Executive Director (MPP)
Railway Board
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