

## EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 18/2021  
पूतरे/कार्मिक/आर/ECOR/Pers/R/Pass

Date: 25.01.2021

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पूतरे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड, बालतेरू, संबलपुर,  
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
उ.मु.का अधिकारी(नि.)/भुवनेश्वर  
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,  
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

**Sub: Extension of dead line for issuance of Manual Pass to Railway Employee.**

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उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. PC-VII/2020HRMS/6 दिनांक 22.01.2021 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr. No. PC-VII/2020HRMS/6 dated 22.01.2021 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(R.N.A.Parida)

Chairman Railway Recruitment Cell  
For Principal Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि(कल्याण), सहा.कार्मिक अधि.(बिल),

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

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**

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