Pass Module- User Manual For Employee, Pass Clerk & PIA

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

- ## For Employee

Declaration of Manual Passes & Pass Family:

1. Contact your Pass Clerk for entry of manual passes
2. One entered by Pass Clerk, click on **Pass > Pass Set List** menu

3. Click on '**Confirm'** button if the entered information is correct. If there is some discrepancy, click on '**Return to Clerk'** button to return it for modification to Pass Clerk.
4. Once Confirmed, now Family Declaration needs to be completed. Click on **Pass Set List** menu. A pop up will appear to prompt user to complete family Declaration.

5. Select the members for Pass Family Declaration and click on '**Submit'** button. This declaration will now be forwarded to the Pass Clerk for further action. Once Accepted by Pass Clerk, employee can now apply for e-Pass.

e-Pass Application:

1. Click on **Pass > Pass Set List** menu.
2. Select **Pass Type: Privilege Pass** and click on '**Go'** button. The entitled & available, full/half Pass sets will be shown.

3. Click on '**Available- full set- count'** . You will be redirected to Pass Application Page
4. If there are any previous existing applications(not submitted yet) for this year, then they will appear in the list. They can be edited by clicking on edit icon shown beside the application. To create a fresh application, click on '**New Application**' button.

5. Page for new application will open. Details of employee and list of members will be shown to employee. Fill in the travelling details and select the family members to be included in Pass.

Application for Pass for : ASHOK KUMAR NIMESH

Application no. (Autogenerated)	Application Number (Autogenerated)
Year of Pass	2020
Pass Type *	PRIVILEGE PASS
Full/Half Set *	FULL SET

Employee Details

HRMS Employee ID	SPGZIQ
Employee Name	ASHOK KUMAR NIMESH
Father's Name	GULAB SINGH NIMESH
Date of Appointment	19/03/1982
Pay Level *	11 (67700-208700)
Basic Pay *	96600
Designation	
On Deputation	☐ Yes
Railway Zone/PU/Office	CENTRAL ORGANISATION FOR RAILWAY ELECTR
Railway Unit	

Present Address

Address Line 1	B 201 A, SECTOR B, SARSWATI NAGAR, BASNI, JC
Address Line 2	village name / city name
State	RAJASTHAN
District	JODHPUR
City	JODHPUR
Pincode	342005

Outward Journey Details

Station From *   Code   Station description

Station To *   Code   Station description

Break journey Stations   Code   Station description   Add →   Outward Break stations

Kindly enter the stations in order of travel

Inward Journey Details

Station From *   Code   Station description

Station To *   Code   Station description

Break journey Stations   Outward Break stations

Dependents & Family Members

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members to be included in Pass
1	ASHOK KUMAR NIMESH	SELF	16/04/1960	59	M	FAMILY	☐
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	☐
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	☐

Check the applicable boxes below:

☐ Attendent Traveling   ☐ Upgraded Pass

Submit   Save as Draft

6. According to Pay Level and pass usage "Upgraded Pass" option shall be displayed on screen.
7. Click on '***Save as Draft***' to save details and on '***Submit'*** to forward the application to Pass clerk for further approval.
8. On submitting pass application, a **SMS** is sent to employee's registered mobile number having info about pass application and it PIA. A **SMS** is sent to PIA having details of pass application of employee.
9. To Check Berth Entitlement, click on '***Check Berth/Seat Entitlement***' shown beside application

Information of berth entitlement will be shown as shown below:

Application for Split Pass:

1. Login to HRMS application.
2. Go to *Pass > My Issued Passes* menu. List of all issued passes will be shown.

3. Click on '*Apply'* button beside the pass number against which split pass needs to be applied

4. Select From & to stations of travel and upload the necessary documents(approval from competent authority). Also enter the reason for applying split pass and click on '*Apply'* button. The application will be forwarded to Pass Clerk for further action.
5. To view status of your request, click on '*Applied*' and details of your application will be shown

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
📄 10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	🚩 Send	🚩 Send OTP		⏱ Applied	

Showing 1 to 1 of 1 entries

Previous 1 Next

STATUS OF SPLIT PASS APPLICATION ✕

Details of your application:

Unique Pass number	: **10191**
Date of submission	: **20/05/2020**
Status	: ⏱ **Submitted**
From Station	: **LUCKNOW (LKO)**
To Station	: **PATNA JUNCTION (PNBE)**
Approval Document	: 📄 View

Remarks : Emp (YYKNTI): I am unable to travel with my family. kindly isssue split pass. Approval is attached with the request.

Pass Cancellation Request

1. Login to HRMS application
2. Go to **Pass > My Issued Passes** menu. List of all issued passes will be shown

3. Click on '**Cancel'** against the UPN which needs to be canceled. Enter reason for cancellation, upload the approval document form competent authority and click on '**Submit'** button. The request will be forwarded to Pass clerk for further action.

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
📄 10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		🏳 Send	🏳 Send OTP			
📄 10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	🏳 Send	🏳 Send OTP		⊘ Issued	✕ Cancel

APPLICATION FOR CANCELLATION OF PASS ✕

Please fill the following details to apply for cancellation of pass

Unique Pass number : **10191**

Upload Approval Document *

[Choose File] No file chosen

In case of multiple documents, please merge all documents and then upload single pdf file.

Reason for cancellation of Pass *

[Please justify that why you want to apply for pass cancellation]

ℹ Pass once issued is not cancelled without debit except in very special circumstances when issuing authority is satisfied about necessity of cancelling the pass, and it will be done only in very limited circumstances like non sparing from duty (with certificate of competent authority), sickness supported by railway doctor certificate, death, accident in family or natural calamity due to which train services are suspended and all such cases should be accompanied by proper documentary proof with endorsement and recommendation of competent authority regarding the reasons mentioned for cancellation. Please upload the required documents.

[Submit]   [Cancel]

4. To view status of your request, click on 'Applied' against the pass for which cancellation request was submitted. A pop up will appear with request details

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
📄 10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		🚩 Send	🚩 Send OTP			
📄 10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192				⊘ Issued	⊙ Applied

STATUS OF PASS CANCELLATION REQUEST ✕

Details of your application:

Unique Pass number : **10191**

Date of submission : **20/05/2020**
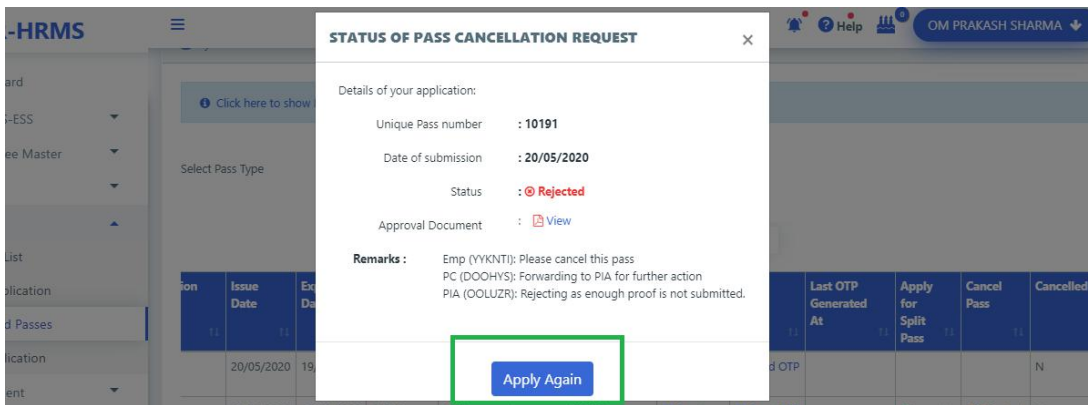
Status : ⊙ Accepted
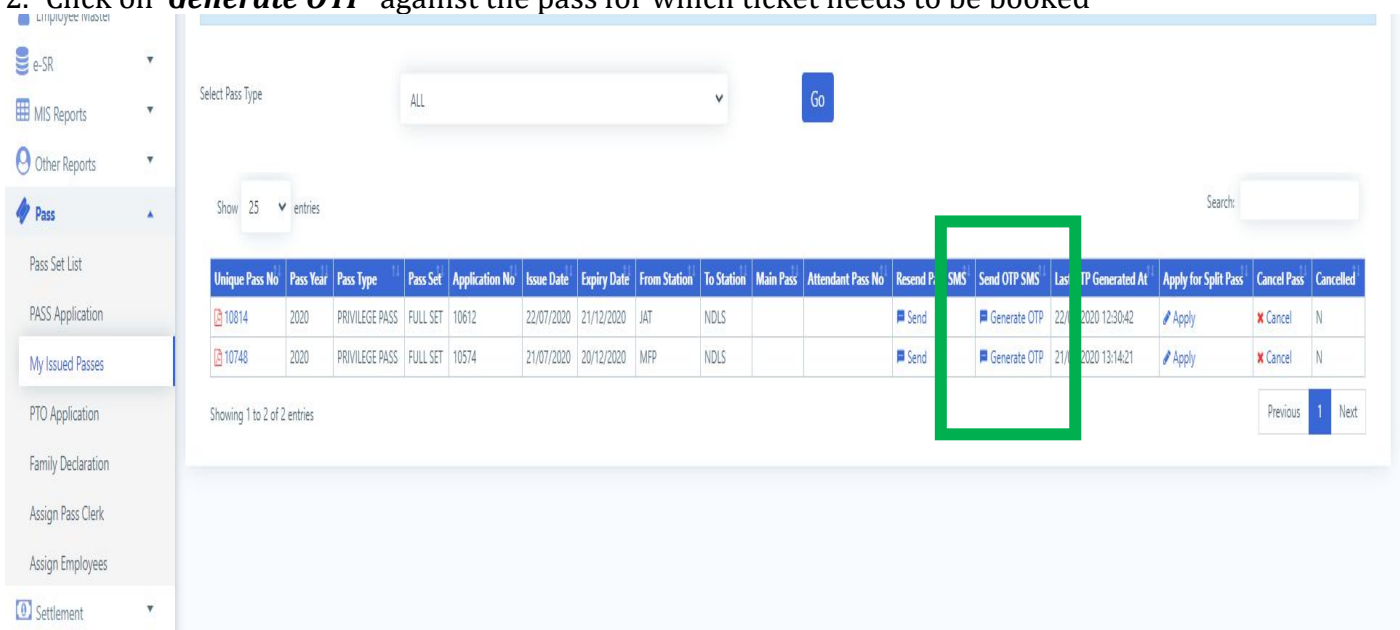
Approval Document : 📄 View

Remarks :   Emp (YYKNTI): Please cancel this pass
PC (DOOHYS): Forwarding to PIA for further action

5. If your request was Rejected, you can apply again by clicking on 'Apply Again' button on the same pop-up screen
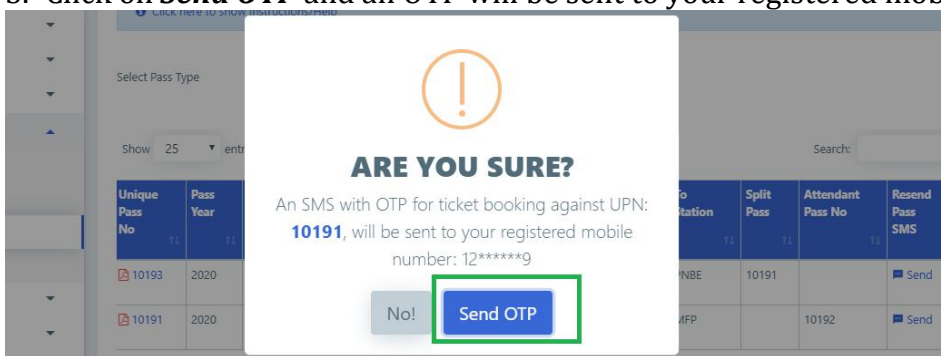
Generate OTP for ticket Booking

1. Go to '*Pass*' > '*My issued Passes*'
2. Click on '*Generate OTP*' against the pass for which ticket needs to be booked

3. Click on **Send OTP** and an OTP will be sent to your registered mobile number

- ## **For Pass clerk:**

Employee on Digital Pass

1. Login To HRMS application
2. Go to *Pass > Employee on Digital Pass* menu

3.
4. Enter HRMS ID of the employee and click on '*Go'* button.

5. Employee's Basic detail and date on which employee come on digital pass system.

Manual Pass Entry

1. Login To HRMS application
2. Go to *Pass > Manual Pass Entry* menu

3. Enter HRMS ID of the employee and click on '***Go'*** button.

4. Enter the count of Full Set & Half Set Passes for the employee. If passes were surrendered for LTC, the check the checkbox against that year. Enter the count of passes deducted as penalty(if any) and click on '***Submit'*** button.

Entitled Passes

PP	Full Set: 3	Half Set: 6
PTO	Full Set: 4	Half Set: 8

Pass Type	Pass Year	Availed Pass		Pass surrendered for LTC	Count of Pass deducted as penalty	
		Full Set *	Half Set *		Full Set	Half Set
PRIVILEGE PASS	2019	0	0	☐	0	0
PRIVILEGE PASS	2020	0	0	☐	0	0
PASS TICKET ORDER	2019	0	0		0	0
PASS TICKET ORDER	2020	0	0		0	0

Submit

5. On submitting, a **SMS** is sent to employee about its manual data entered in the system.

Acceptance of Family Declaration
1. Click on ***Pass > Accept Pass Family*** menu
2. Enter HRMS ID of the employee and Click on '***Go'*** button. Details of family members declared by employee will be shown.

3. Click on **Tabs** to review all family members of the employee.

4. Enter your remarks and click on '**Accept'** button if declaration is correct, click on '**Return'** if there is some discrepancy.

Accept Pass Application

1. Click on **Pass > Accept Pass Application** menu. List of Pass applications & Split Pass Applications will be shown to the clerk. Under Pass Applications click on pass application number to review it.

2. Review the application for journey & family details. Enter your remarks & click on '**Accept'** if pass can be forwarded to issuing authority. If there is discrepancy, click on Reject and the application will be rejected.

Inward Journey Details

Station From * MAS CHENNAI CENTRAL (MAS)   Station To * JU JODHPUR JUNCTION (JU)

Break journey Stations MAS,SC

Dependents & Family Members

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members included in Pass
1	ASHOK KUMAR NIMESH	SELF	16/04/1960	59	M	FAMILY	☑
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	☑
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	☑

☐ Attendent Traveling   ☐ Companion Traveling   ☐ Split Pass

Remarks *   Remarks for Pass Application

[Accept] [Reject]

3. To check for available passes of employee, click on '***Check entitled Pass sets***'

☑ Accept Pass Application

❓ Check entitled Pass sets   **Accept Pass Application for : OM PRAKASH SHARMA**   ❓ Check Berth/Seat Entitlement

Application no. 10095   Year of Pass 2019

Pass Type * PRIVILEGE PASS ▼   Full/Half Set * HALF SET ▼

List of available and entitled pass sets of employee will be shown

PASS SET ENTITLEMENT ×

Entitled PRIVILEGE PASS for OM PRAKASH SHARMA

Pass Type	Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
		Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
PRIVILEGE PASS	2019	6	12	3	3	1	2
PRIVILEGE PASS	2020	6	12	1	1	1	3
PRIVILEGE PASS	2021	0	0	0	0	0	0

[Close]

HRMS Employee ID YYKNTI   Employee Name OM PRAKASH SHARMA

Accept Split Pass Application

1. Click on **Pass > Accept Pass Application** menu. List of pass applications & Split Pass Applications will be shown to the clerk. Under '**Split Pass Application**' click on unique pass number to review it.

2. Split pass application details along with original pass application will be shown

3. Enter your remarks and click on '**Accept'** icon to forward it to Issuing Authority, or on '**Reject'** button to reject the application

Accept Pass Cancellation Request

1. Login to HRMS application
2. Go to **Pass> Accept Cancellation Request** menu.
3. List of Pass cancellation Requests will be shown. Click on UPN to show details of the cancellation request

4. Enter your remarks and click on '*Accept'* button to forward request to Pass Issuing Authority

Pass Request Cancellation Details

Unique Pass number	**10191**	Date of Request	**20/05/2020**
Approval Document	📄 View		
Remarks	**Emp (YYKNTI): Please cancel this pass**		

Remarks *

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Remarks for Pass Application
```

Accept

Pass Request Cancellation Details

Unique Pass number	**10191**	Date of Request	**20/05/2020**
Approval Document	📄 View		
Remarks	**Emp (YYKNTI): Please cancel this pass**		
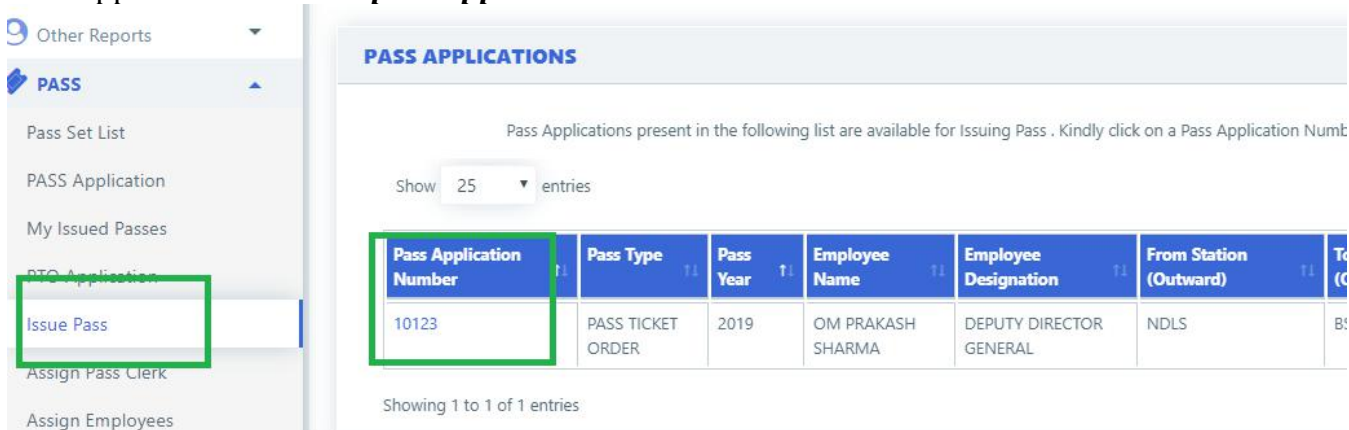
- ## **For Issuing Authority**

Issue Pass

1. Click on *Pass > Issue Pass* menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Pass Applications click on '*pass application number'* to issue Pass.

3. Application will open showing all the details. Click on '*Issue Pass*' button to issue pass.

4. Once successfully issued, a **SMS** will be sent to the employee with the Pass details.

Issue Split Pass

1. Click on *Pass > Issue Pass* menu
2. List of Pass applications & Split Pass Applications will be shown to the Issuing authority. Under Split Pass Applications click on '*Unique Pass number'* to issue Split Pass.

3. Split pass application details along with original pass application will be shown. Tick the **check box** for declaration and then click on *'Issue Pass'* button to issue Split Pass

Once successfully issued, a **SMS** will be sent to the employee with the issued Split Pass details.

Pass Cancellation Request

1. Login to HRMS application
2. Go to **Pass > Cancellation Request** menu.
3. List of requests for Pass Cancellation will be shown. Click on '**unique Pass number'** to show details of the request.

4. Check the **checkbox** for declaration (if canceling pass, not required if rejecting the request). Enter your remarks and click on '**Cancel Pass**' to cancel the Pass or on *'Reject'* to reject the cancellation request