

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

DECLARATION OF MANUAL PASSES

Please review the number of manual passes issued till date corresponding to pass type and year. If this information is not updated, then you will not be able to apply for Pass online.

Pass Type	Pass Year	Full Set	Half Set
PRIVILEGE PASS	2019	3	2
PRIVILEGE PASS	2020	1	2
PRIVILEGE PASS	2021	0	0
PASS TICKET ORDER	2019	3	1
PASS TICKET ORDER	2020	1	1
PASS TICKET ORDER	2021	0	0

Remarks *

Remarks for Manual Pass

If the number of passes entered by Pass clerk is correct, kindly click on 'Confirm' button. If there is some discrepancy in count kindly enter your remarks and click on 'Return to Clerk' button to return it to the Pass Clerk.

Confirm **Return To Clerk** **Reset**

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.

DECLARATION FOR FAMILY

* Declared family & dependents of employee with the Dealing clerk.

Please select the family members for family declaration of Pass

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	For Pass
1	SHARDA NIMESH	WIFE	01-07-1965	54	F	FAMILY	<input type="checkbox"/>
2	HIMANSHI NIMESH	DAUGHTER	11-08-1989	30	F	FAMILY	<input type="checkbox"/>

☐ I declare that the particulars of my family members shown above are correct to the best of my knowledge.

Submit **Reset**

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.

Dashboard
IRHRMS-ESS
Employee Master
e-SR
PASS
Pass Set List
PASS Application
Issued Pass Report
PTO Application

Home / Pass / Pass Set List

Pass Set List

Instructions:


- Select the type of Pass & click on 'Go' button to fetch entitled and available Pass sets.
- Once Pass sets are fetched successfully, click on the count under available Pass sets to proceed with Pass application

Select Type Of Pass
PRIVILEGE PASS
Go

Pass Year	Entitled		Manual Passes		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2019	6	12	3	2	2	4
2020	6	12	1	2	4	8
2021	0	0	0	0	0	0

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.

List of Full Set Pass Applications for the year : 2020

Click on  icon to edit existing Pass application(s) or fill [New Application](#) here.

Show 25 entries
Search:

Edit	Delete	Pass Application Number	Pass Type	Pass Year	Full/Half Set	From Station (Outward)	To Station (Outward)	Break Journey Stations (Outward)	From Station (Inward)	To Station (Inward)	Break Journey Stations (Inward)
No data available in table											

Showing 0 to 0 of 0 entries

PreviousNext

Status Description :

- D - Draft
- S - Submitted for Approval
- A - Pass application Approved by Pass Clerk
- R - Pass application Rejected by Pass Clerk
- I - Pass Issued

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	<input type="checkbox"/> 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, JK	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	<div>Outward Break stations</div> <div>Kindly enter the stations in order of travel</div>		

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	<input type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input type="checkbox"/>

Check the applicable boxes below:

☐ Attendent Traveling ☐ Upgraded Pass

Submit **Save as Draft**

- According to Pay Level and pass usage "Upgraded Pass" option shall be displayed on screen.
- Click on '**Save as Draft**' to save details and on '**Submit**' to forward the application to Pass clerk for further approval.
- 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.
- To Check Berth Entitlement, click on '**Check Berth/Seat Entitlement**' shown beside application

[Pass Application](#)

Application for Pass for : OM PRAKASH SHARMA

[Check Berth/Seat Entitlement](#)

Application no. (Autogenerated) Year of Pass

Pass Type * Full/Half Set *

Information of berth entitlement will be shown as shown below:

BERTH/SEAT ENTITLEMENT ✕

Mail/Express Train					Rajdhani/Duronto Express Type Train					Shatabdi Express Type Train	
1-AC	2-AC	3-AC	SL	2S	1-AC	2-AC	3-AC	SL	2S	EC	CC
RE-III	AEM	AEM	AEM	AEM	NE	1	2	AEM	AEM	NE	1

Legends:

- AEM** - All Eligible Members included in the Pass[i.e. self,family members & dependent relatives, as defined under Rule 2(c) & (d) and subject to other conditions stipulated in the extant railway servants (Pass) Rules].
- NE** - Not Entitled
- RE** - Restricted Entitlement
- RE-I** - Extra berths for other eligible members included in the Pass on payment of 1/3rd difference of fare between 1-AC class and 2-AC class of respective train
- RE-II** - One extra berth for any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-III** - Berths for AEM on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-IV** - One berth for self or any other eligible member included in the Pass on payment of 1/3rd difference of fare between 1-AC Class and 2-AC Class of respective train.
- RE-V** - Berths for AEM on payment of full difference of fare between this Class and the next lower Class of respective train.

Close

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.

IR-HRMS

Home / Pass / My Issued Passes

My Issued Passes

Click here to show Instructions/Help

Select Pass Type: ALL Go

Show: 25 entries Search:

Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Main Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10814	2020	PRIVILEGE PASS	FULL SET	10612	22/07/2020	21/12/2020	JAT	NDLS			Send	Generate OTP	22/07/2020 12:30:42	Apply	Cancel	N
10748	2020	PRIVILEGE PASS	FULL SET	10574	21/07/2020	20/12/2020	MFP	NDLS			Send	Generate OTP	21/07/2020 13:14:2	Apply	Cancel	N

Showing 1 to 2 of 2 entries

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

APPLY FOR SPLIT PASS

Please fill the following details to apply for split pass

Unique Pass number : 10191

From Station * LUCKNOW (LKO) ✓

To Station * PATNA JUNCTION (PNBE) ✓

Upload Approval Document * Choose File GSRRQF_UPN_10187.pdf ✓
In case of multiple documents, please merge all documents and then upload single pdf file.

Justification for application of split pass *
Please justify that why you want to apply for split pass

You have to upload evidence to the satisfaction of pass issuing authority about your inability to accompany your family/dependent relatives for issue of split pass containing approval and recommendation of competent authority

Apply Cancel

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 (YKNTI): I am unable to travel with my family. kindly issue 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

IRHRMS-ESS

e-SR

Pass

Pass Set List

PASS Application

My Issued Passes

PTO Application

My Issued Passes

Select Pass Type

Show 25 entries

Unique Pass

Apply for Split

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

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

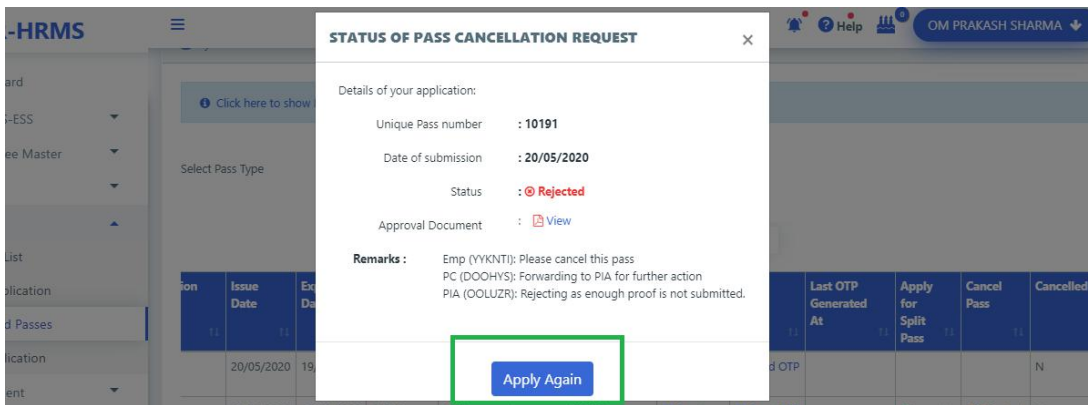
Approval Document

: View

Remarks :

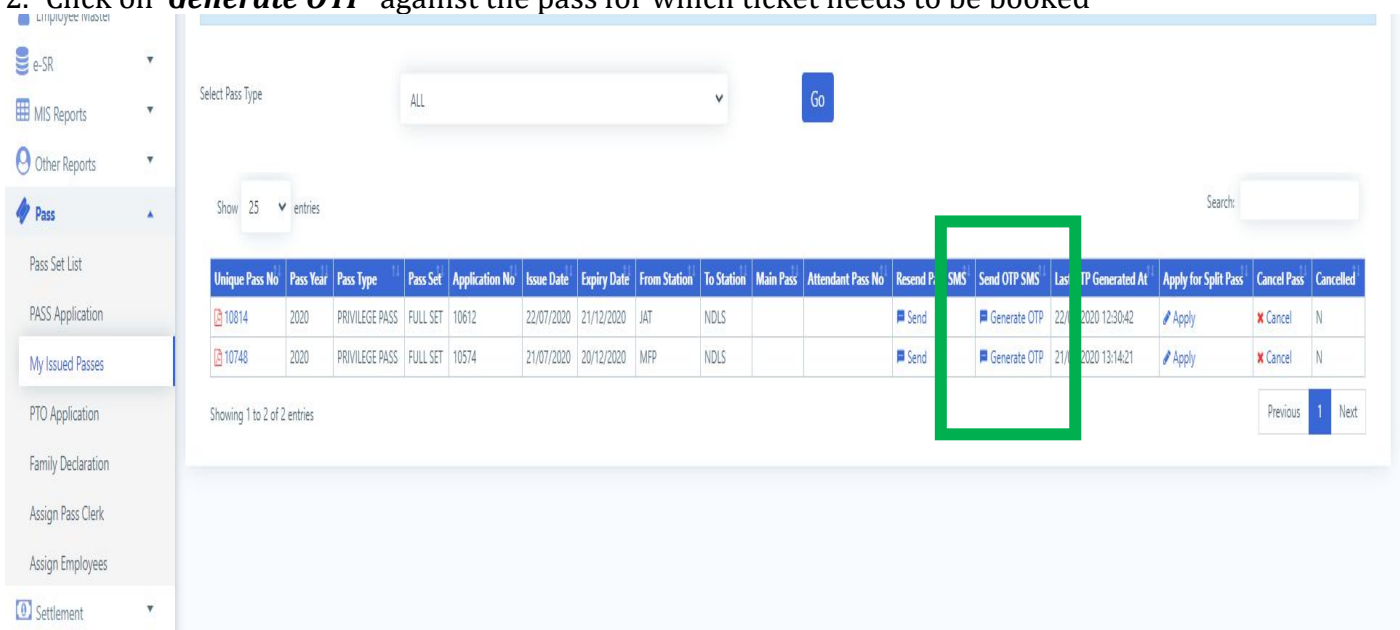
Emp (YYKNTI): Please cancel this pass
PC (DOOHYS): Forwarding to PIA for further action

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

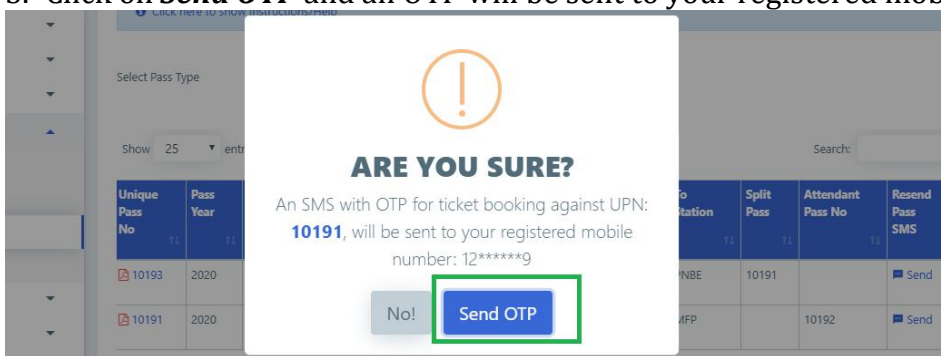


Generate OTP for ticket Booking

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

IR-HRMS

Home / Pass / Employee On Digital Pass

Employee On Digital Pass

Enter the HRMS/IPAS ID of the employee for whom you want to check whether they are on-boarded for digital pass or not and click on 'Go' button to proceed. You can check for those employees only which are assigned to you

HRMS/IPAS ID *

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

Manual Pass List

HRMS ID/IPAS ID *

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

IR-HRMS

reach out to HRMS helpdesk @ 011-23352414, 23352415, 23352416 or write

Home / Pass / Employee On Digital Pass

Employee On Digital Pass

Enter the HRMS/IPAS ID of the employee for whom you want to check whether they are on-boarded for digital pass or not and click on 'Go' button to proceed. You can check for those employees only which are assigned to you

HRMS/IPAS ID *

Employee Details

HRMS Employee ID : BIZKAQ
Date Of Birth : 08/01/1993
Designation : OFFICE SUPERINTENDENT

Employee Name : VIKAS MATHUR
Appointment Date : 14/03/2016
Pay Level : 6

Employee has been on-boarded for Digital Pass. The list of Passes on-boarded for are present in the following table.

S.No	Pass Type	Effective From
1	PRIVILEGE PASS	23-07-2020
2	PRIVILEGE TICKET ORDER	23-07-2020

Copyright @ 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

Manual Pass Entry

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

IRHRMS-ESS

Employee Master

e-SR

MIS Reports

PASS

- Pass Set List
- PASS Application
- Issued Pass Report
- PTO Application
- Accept Pass Application
- Family Declaration For Review
- Manual Pass Entry**
- Verify Pass Family

Manual Pass List

HRMS ID/IPAS ID *

SPGZIQ

Please enter the number of manual passes issued till date corresponding to pass type and ye

Pass Type

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

Manual Pass List

HRMS ID/IPAS ID *

SPGZIQ

Go Reset

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	<input type="checkbox"/>	0	0
PRIVILEGE PASS	2020	0	0	<input type="checkbox"/>	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

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

Enter HRMS ID of the employee to review their family Declaration and press 'Go' button

HRMS ID/IPAS ID *

Family Member 1 Family Member 2

HRMS Employee ID	<input type="text" value="SHARDA NIMESH"/>	Family Member Sr No	<input type="text" value="Please select"/>
Member Name *	<input type="text" value="SHARDA NIMESH"/>	Gender *	<input type="text" value="Please select"/>
Aadhaar Number	<input type="text" value="Aadhaar Number"/>	Member Photo	<input type="button" value="Choose File"/> No file chosen
Relation *	<input type="text" value="WIFE"/>	Relation Proof Doc	<input type="button" value="Choose File"/> No file chosen
Member DOB	<input type="text" value="01/07/1965"/>	Family Member DOB Doc	<input type="button" value="Choose File"/> No file chosen
Family Member Age	<input type="text" value="Family Member Age"/>	Handicap Flag	<input type="text" value="No"/>
Handicapped Percent	<input type="text" value="Handicapped Percent"/>	Handicap Category	<input type="text" value="Please select"/>
Handicapped Certificate	<input type="button" value="Choose File"/> No file chosen	Handicap Certificate Effect From	<input type="text" value="DD/MM/YYYY"/>
Handicap Certificate Effect To	<input type="text" value="DD/MM/YYYY"/>	Member Dependent(?)	<input type="text" value="Yes"/>
Member Dependent Doc	<input type="button" value="Choose File"/> No file chosen	Member Bonafide Doc	<input type="button" value="Choose File"/> No file chosen
Document Id	<input type="button" value="Choose File"/> No file chosen	Service Record Page Number	<input type="text" value="Service Record Page Number"/>

Remarks *

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.

PASS APPLICATIONS

Pass Applications present in the following list are available for acceptance . Kindly click on a Pass Application Number 1

Show 25 entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Outward)
10122	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	JP	CDG

Showing 1 to 1 of 1 entries

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 *

MASCHENNAI CENTRAL (MAS)

Station To *

JUJODHPUR 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	<input checked="" type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input checked="" type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input checked="" type="checkbox"/>

☐ 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.

The screenshot shows the HRMS interface. On the left, the 'PASS' menu is expanded, and 'Accept Pass Application' is highlighted. The main area displays 'PASS APPLICATIONS' and 'SPLIT PASS APPLICATIONS'. A table lists split pass applications with columns: Unique Pass Number, Pass Application Number, Pass Type, Pass Year, Employee Name, Employee Designation, From Station (Outward), and To Station (Outward). The first row is highlighted with a green box.

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Outward)
10145	10124	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL		

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

The screenshot shows the 'Split Pass application Details' form. It displays the following information: Unique Pass number: 10191, Date of Split Application: 20/05/2020, From Station: LUCKNOW (LKO), To Station: PATNA JUNCTION (PNBE), Approval Document: View, and Remarks: Emp (YYKNTI): I am unable to travel with my family. kindly issue split pass. Approval is attached with the request. Below the form, there is a 'Remarks' field and two buttons: 'Accept' and 'Reject'.

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

The screenshot shows the HRMS interface. On the left, the 'PASS' menu is expanded, and 'Accept Cancellation Request' is highlighted. The main area displays 'Accept Pass Cancellation Request'. A table lists pass cancellation requests with columns: Unique Pass Number, Pass Application Number, Pass Type, Pass Year, Employee Name, and Employee Designation. The first row is highlighted with a green box.

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNIC (SPA/P)
10142	10121	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL

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 *

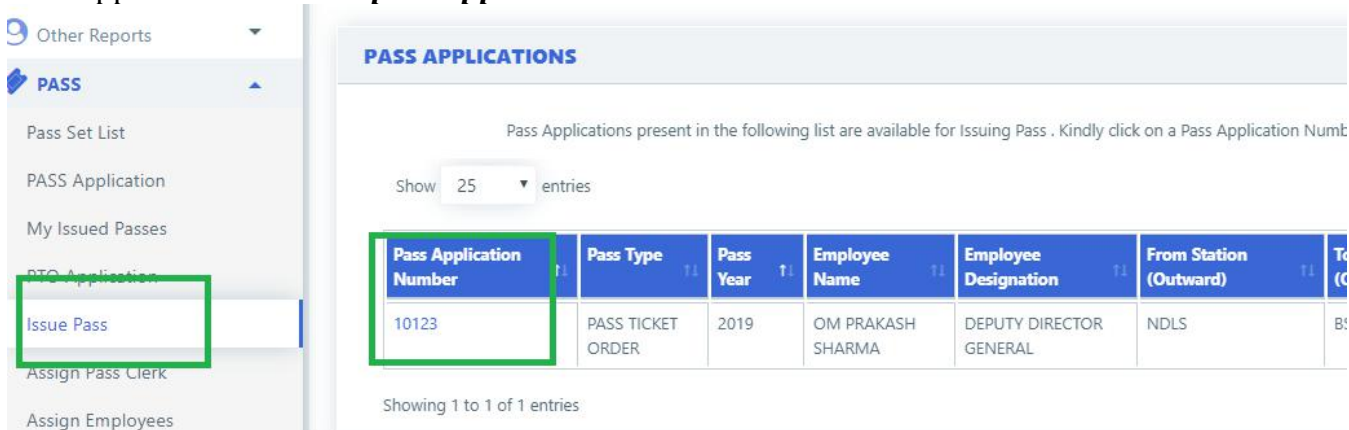
Remarks for Pass Application

Accept

• 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.



Other Reports

PASS

- Pass Set List
- PASS Application
- My Issued Passes
- PTO Application
- Issue Pass**
- Assign Pass Clerk
- Assign Employees

PASS APPLICATIONS

Pass Applications present in the following list are available for Issuing Pass . Kindly click on a Pass Application Number

Show 25 entries

Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)	To Station (Inward)
10123	PASS TICKET ORDER	2019	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL	NDLS	BST

Showing 1 to 1 of 1 entries

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

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	<input checked="" type="checkbox"/>
2	SHARDA NIMESH	WIFE	01/07/1965	54	F	FAMILY	<input checked="" type="checkbox"/>
3	HIMANSHI NIMESH	DAUGHTER	11/08/1989	30	F	FAMILY	<input checked="" type="checkbox"/>

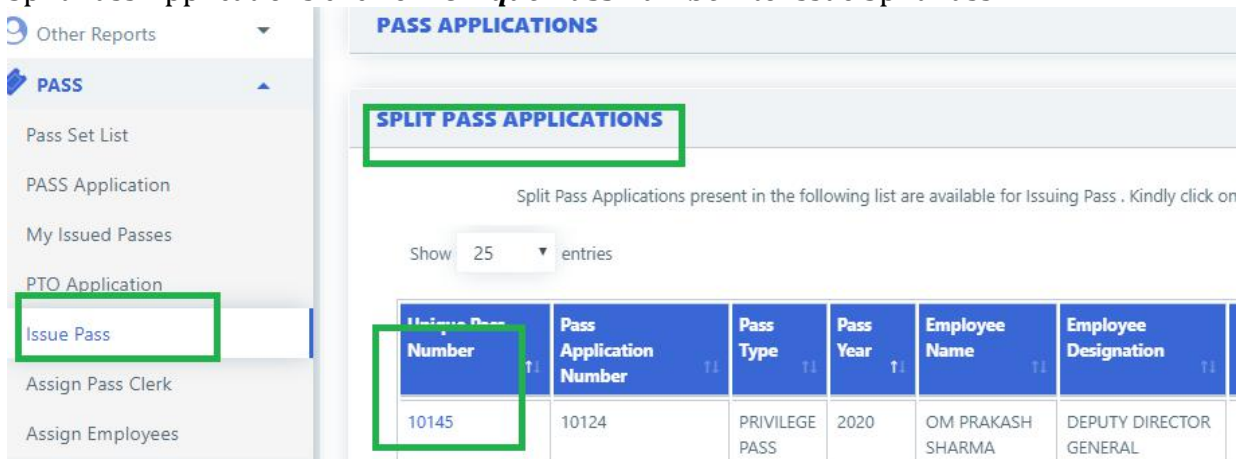
☐ Attendent Traveling ☐ Companion Traveling ☐ Split Pass

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.



Other Reports

PASS

- Pass Set List
- PASS Application
- My Issued Passes
- PTO Application
- Issue Pass**
- Assign Pass Clerk
- Assign Employees

PASS APPLICATIONS

SPLIT PASS APPLICATIONS

Split Pass Applications present in the following list are available for Issuing Pass . Kindly click on

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation
10145	10124	PRIVILEGE PASS	2020	OM PRAKASH SHARMA	DEPUTY DIRECTOR GENERAL

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

Split Pass application Details

Unique Pass number

10191

Date of Split Application

20/05/2020

From Station

LUCKNOW (LKO)

To Station

PATNA JUNCTION (PNBE)

Approval Document

View

Remarks

Emp (YKNTI): I am unable to travel with my family, kindly issue split pass. Approval is attached with the request.
PC (DOOHYS): Approved. Pass can be issued

Remarks *

Remarks for Split Pass Application

Please tick the checkbox below before issuing pass. Don't check the box in case rejecting the split pass application

☐ I am satisfied with the uploaded evidence that employee is unable to accompany his family/dependant relatives and has submitted proof of the same along with approval of competent authority.

Issue Pass

Reject

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.

PASS Application

My Issued Passes

PTO Application

Issue Pass

Assign Pass Clerk

Assign Employees

Cancellation Request

Settlement

☒ Pass Cancellation Request

Pass Cancellation requests present in the following list are pending for your action. Kindly click on an Unique F

Show 25 entries

Unique Pass Number	Pass Application Number	Pass Type	Pass Year	Employee Name	Employee Designation	From Station (Outward)
10139	10117	PRIVILEGE PASS	2020	KISHANA RAM	SENIOR TECHNICIAN (SPA/P)	CAPE

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

Pass Request Cancellation Details

Unique Pass number

10191

Date of Request

20/05/2020

Approval Document

View

Remarks

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

Remarks *

Remarks for Pass Application

Please tick the checkbox below before cancelling the pass. Don't check the box in case rejecting the pass cancellation application

☐ I am satisfied with the provided evidence given by employee regarding very special circumstances necessitating cancellation of this pass and employee has provided approval of competent authority for the same.

Cancel Pass

Reject