

मध्य रेल

मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

संख्या: SUR/P/Gen/Circular

दिनांक: 29/12/2020

सभी सम्बंधित सोलापुर मंडल
सभी शाखा अधिकारी/सोलापुर मंडल

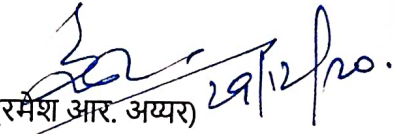
विषय: User Guide for Post-Retirement Complimentary Pass & Widow Pass Module of HRMS

संदर्भ: Railway Board's letter No. PC-VII/2020/HRMS/6 dated 14/12/2020

उपर्युक्त विषय पर Railway Board's letter No. PC-VII/2020/HRMS/6 dated 14/12/2020 जारी परिपत्र की प्रतिलिपि सभी अनुलग्नकों के साथ आपके जानकारी एवं सूचनार्थ संलग्न है।

This Circular is also uploaded on website www.cr.indianrailways.gov.in (सोलापुर मंडल वेबसाइट)

DA: As above


(रमेश आर. अय्यर)

मंडल कार्मिक अधिकारी

कृते मंडल रेल प्रबंधक (कार्मिक)/सोलापुर

प्रति/-

मंडल सचीव : NRMU/CRMS/OBCA/SCSTA (सोलापुर)

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

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

New Delhi, dated: 14.12.2020

**The General Manager/CAOs(R),
All India Railways & Production Units,
(As per mailing list)**

**Sub: User Guide for Post Retirement Complimentary Pass & Widow Pass
Module of HRMS**

Post Retirement Complimentary Pass & Widow Pass (PRCP & WP) module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the PRCP & WP Module was also provided by CRIS to all the employees.

2. Now, in order to serve as a guide and ready reckoner, a User Guide is enclosed below and has also been uploaded on the website of Indian Railways at the following location:

<http://www.indianrailways.gov.in/railwayboard/> → About Indian Railways
→ Corporate Overview → Directorates → Pay Commission → Pay Commission-VII

3. It is requested that the User Guide be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

Encl: User Guide on PRCP & WP Module



(JAYA KUMAR G)
Deputy Director/ Pay Commission-VII & HRMS
Railway Board

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

New Delhi, dated: 14.12.2020

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,

PRCP/Widow Pass

1. Mobile Change

Retired Employee

- Go to <https://hrms.indianrail.gov.in/HRMS>
- Click on link "Retired Employee Mobile Change."
- Fill PPO number, date of birth and name.
- Assigned HRMS Id and mobile number in the system shall be displayed.
- Click on "Change mobile number" link to enter new mobile, select pass issuing railway and upload document and submit.

Pass Clerk

- Select PPO number
- Check details and accept mobile number.

2. Entering Retiree data

Pass Clerk

- Enter PPO number or search employee based on railway, div/workshop, date of birth or name.
- Enter mandatory information and upload document
- Submit it.

Retired Employee

- Confirm or return data.

PIA

- Accept or Reject data.

3. Pass Application

- Go to <https://hrms.indianrail.gov.in/HRMS>
- Enter HRMS Id, password and OTP.
- Go to Pass-> Pass Set List menu
- Click on Full Set or Half Set link.
- Fill application and submit.

4. Issue Pass

- Pass Clerk and PIA will check application and issue pass.
- Pass Details shall be to user's mobile number as SMS.

5. Ticket Booking

- Generate OTP for ticket booking in HRMS we application.
- Go to PRS ticket count and IRCTC web site.
- Enter Pass and OTP details for each passenger.