

मध्य रेल



मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

संख्या: SUR/P/Gen/Circular

दिनांक: 14/01/2021

सभी सम्बंधित सोलापुर मंडल
सभी शाखा अधिकारी/सोलापुर मंडल

विषय: Forming of Centralized Pass section for issuing of e-Pass/PTOs
संदर्भ: Railway Board's letter No. PC-VII/2020/HRMS/6(Part) dated 06/11/2020

e-Pass module of HRMS is implemented over Indian Railway. In Solapur Division from 01/01/2021, Privilege Passes & PTOs are being issued only through e Pass module. For on duty passes, existing practice will be continued until further instructions.

It is decided to issue the e pass and e PTOs in centralized manner by forming Centralized Pass section in Sr. DPO's office Solapur for all the employees of Solapur Division except Trackmen. Pass section will be formed with a team of Pass Clerk and two Ch. OS as Pass Issuing Authority. All the record of Pass and PTO will be called from depots/units and same will be maintained in centralized Pass section.

For Trackmen, till the establishment work of Trackmen shifted to Personnel Branch, Pass/PTO will be issued from respective ADEN offices and centralization may be done at ADEN level.

Employee will scan and upload the copy of Physical family declaration alongwith Bonafide Certificate etc. endorsed by Depot/Unit in-charge in the Pass module and same will be confirmed by Pass Clerk for issuing of Pass/PTOs.

In case of any penalty of withholding of Pass/PTOs or to stop the issuance of pass due to long absenteeism or due to any other reason, the concerned Staff/Supervisor/Officer will send one copy of letter in this regard to Centralized Pass cell for further action.

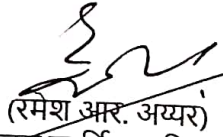
Centralization of Pass section will improve efficiency and prompt way to issue the Pass/PTOs timely and also reduce the burden of other ministerial/supervisory staff who is involved in issuing of Pass/PTOs all over the division.

A help desk is established in division to help out the employees and also camps are organized all over the division to educate about HRMS and e-Pass and help out staff for registration on e-Pass. Further camps will be again organized as per requirement.

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

This has the approval of Competent Authority.

DA: As above


(रमेश आर. अय्यर) 14/1/2021
मंडल कार्मिक अधिकारी
कृते मंडल रेल प्रबंधक (कार्मिक)/सोलापुर

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

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

No. PC-VII/2020/HRMS/6(Part)

New Delhi, dated: 16.11.2020

**The General Managers,
All Indian Railways and Production Units/Training Institutes
(As per standard mailing list)**

Sub: Continuation of issuance of Manual Pass to Railway Employees

Ref: Board's Letter No. PC-VII/2020/HRMS/6 dated 14.08.2020

Sir/Madam,

Please refer to Board's letter dated 14.08.2020 (RBE 66/2020) containing the guidelines for e-Privilege Pass/PTO Modules of Human Resource Management System (HRMS) in Indian Railways which was launched on 10.08.2020. The following crucial aspects were mentioned in the said letter:

- (i) E-Pass/PTO module shall be available to serving employee of Indian Railways w.e.f. 24.08.2020.
- (ii) Provision of physical pass shall also be there up to 31.10.2020 and employees who want to avail Privilege Pass/PTO in the physical form can avail the same during the period i.e. up to 31.10.2020. However, from 01.11.2020, Privilege Pass/PTO will be available only in Digital Form.

2. However, while carrying out the implementation of the e-Privilege Pass/PTO Module, certain practical issues regarding certain categories of employees have been communicated to Board's Office from various quarters. Further, the e-Privilege Pass/PTO Module for Pensioners has not yet been launched due to certain logistical issues and that the same would be commissioned very shortly.

3. Taking into view the concerns raised by various stakeholders, the matter has been thoroughly and comprehensively examined in Board's Office and following decisions have been made for implementation across whole Indian Railways:

- (i) Issuance of physical passes may be extended up to 31.12.2020 with the corresponding extension of time for booking across PRS counters for serving employees as per the validity of Passes.
- (ii) From 1st January, 2020 onwards the system may be invariably shifted to e-Pass module in respect of serving Railway employees.
- (iii) For pensioners, considering the logistical issues and considering the age factors of the end users, physical passes may continue to be issued to pensioners till 31.03.2021 with the corresponding extension of time for booking across PRS counters for pensioners as per the validity of Passes.

[Handwritten Signature]
16/11/20 2/-

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(iv) As far as the Audit staff is concerned, the issue has already been referred to CRIS and till such time improvisation may be made to continue the issuance of physical passes to them.

4. This issues with the approval of the Competent Authority.

5. This letter has 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



(Jaya Kumar G)

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Railway Board

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