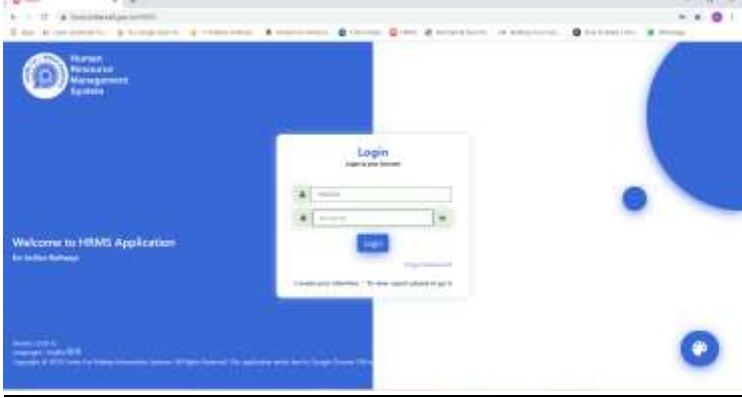
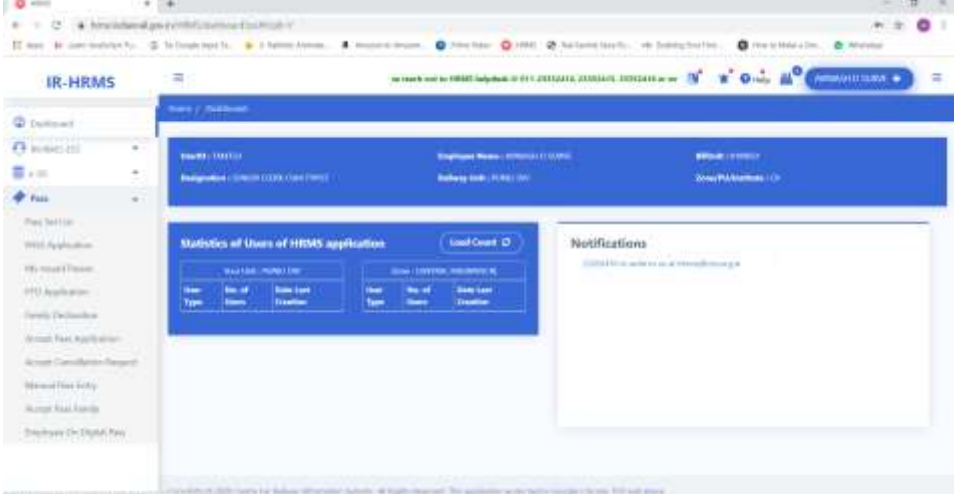


Process of e-Pass for Employee through HRMS Portal

1)	Go to www.hrms.indianrail.gov.in/HRMS portal on web
	
2)	<p>Upon click log-in screen will appear.</p> <p>6 – Character HRMS unique id of employee is username.</p> <p style="text-align: center;">Password - Default Password is Test@123. OTP will be received on registered mobile number.</p>
3)	<p>After providing above credentials, if you have logged for first time, it will prompt for change password. Accordingly change and confirm password. If you have already logged before, use your password as changed earlier.</p>
	

- 4** Once you log-in , on left pane – pass menu is there.
) In these tabs are there
 1) Family Declaration tab – Clicking on this tab, will show details of family entitled for pass.
 If all are correct, then click check box in front of name of dependent.
 Click on I accept and submit. This will submit family declaration to pass clerk which will be verified by accepting him.

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** On Left Pane - Under Pass Menu
) Manual data Entry option is there.
 Upon clicking this option, you will see manual data entry done by pass clerk for the passes/PTO availed during the year and showing balance.
 If these entries are correct, click on accept button.

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

- 6** Now to apply for e-Pass,
) Click on Pass Set List –
 This will show drop down menu – select Privilage Pass/ PTO as per requirement.
 Table is there to show available passes with hyperlink provided to it.
 Clicking hyperlink will open pass/pto application window as applied.
 All details will be available on the form. Employee has to feed Journey Stations with break journey required.
 If all data fed is correct, we can submit application or can keep save as Draft.
 If submitted, it will be forwarded to pass clerk , and an sms will be sent to employee for applied

Pass/PTO.

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 (including Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2019	6	12	1	2	5	10
2020	6	12	1	2	5	10
2021	0	0	0	0	0	0

7 Pass Issuing authority will issue pass.
) Upon issuing pass by PIA, an sms will be received by employee regarding issue of Pass/PTO with details like UPIN and family members included in pass.

8 Now employee can view his pass in his HRMS log-in.
) He can cancel pass if he wish so.

User/Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Alternate Pass No	Renewal Pass	Send SMS	Send OTP	Last OTP Generated At	Apply for Split Pass	Cancel Pass	Cancelled
10144	2018	PRIVILEGE PASS	FULL SET	18142	10/05/2020	31/05/2020	NDLS	MAR			Send	Send OTP		Apply	Cancel	N	
10179	2020	PRIVILEGE PASS	FULL SET	18138	15/05/2020	14/06/2020	HF	NDLS	PTTB		Send	Send OTP	15/05/2020 03:11:40			N	
10174	2020	PRIVILEGE PASS	FULL SET	18138	25/05/2020	24/10/2020	HF	NDLS			Send	Send OTP	18/10/2020 07:42:40	Issue	Cancel	N	

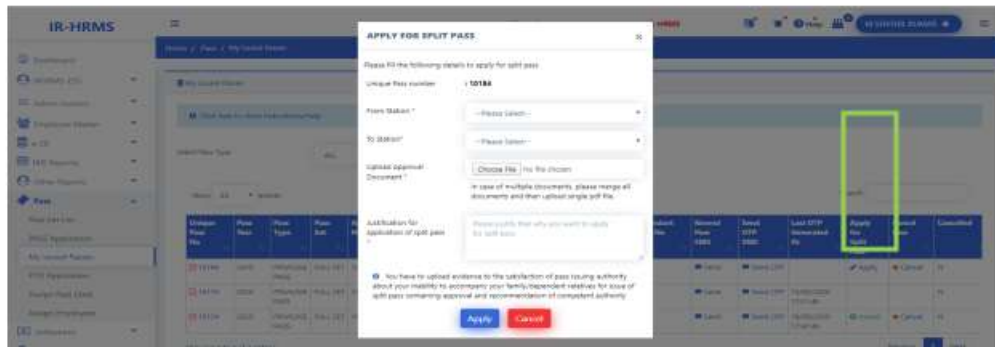
Showing 1 to 3 of 3 entries

Previous | Next

9 Once pass/PTO is issued it can be used for reservation purpose.

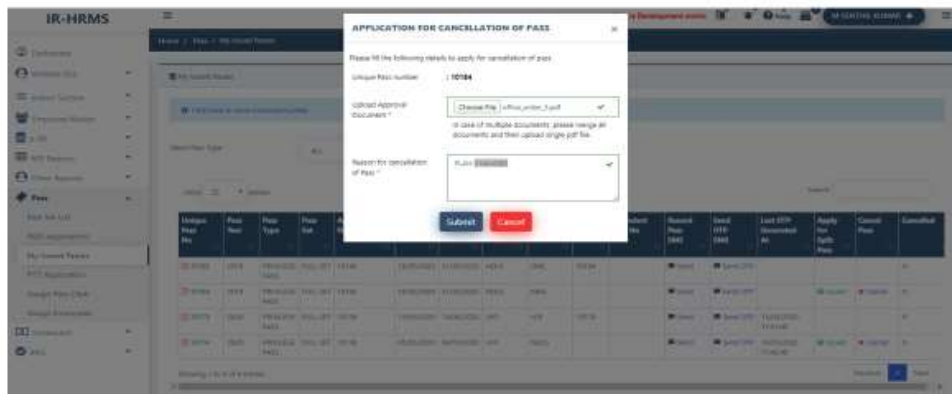
- 10 Split Pass facility is also available in ePass. For this employee has to apply for same. While applying for split pass, competent authority's approval is must.

Apply for Split Pass by Employee



- 11 Pass Cancellation Request

Pass Cancellation Request

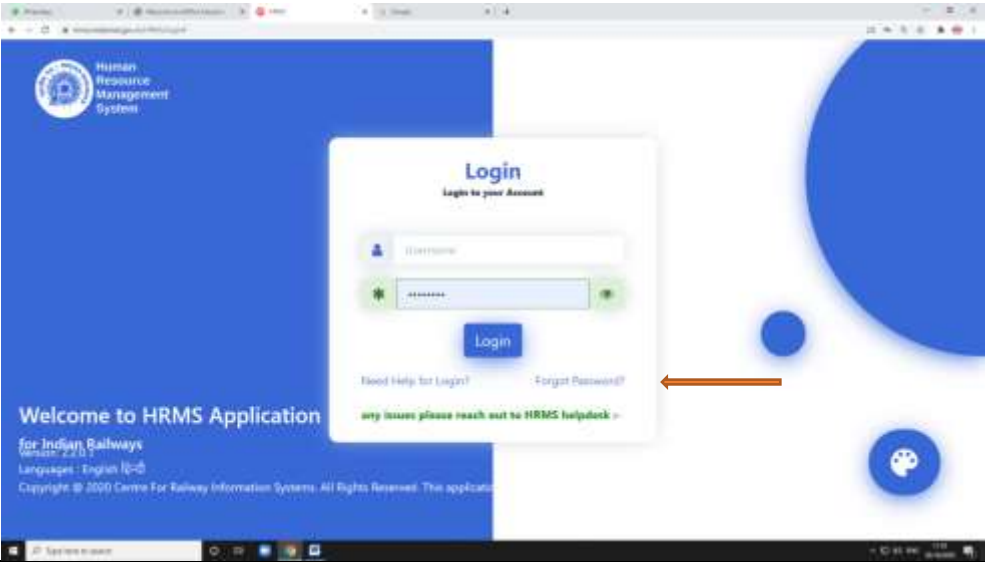


- 12 Points to Remember

- OTP has to be generated against pass number through HRMS application before ticket booking.
- OTP shall be valid for certain duration. Ticket should be booked within that duration. Currently this is 10 minutes.
- Pass number and OTP to be entered against each passenger.
- Different passes can be used in single ticket booking.
- PRS ticket booking application has option to enter maximum of 16 characters of each passenger's name.
- HRMS's Pass system validates first 16 characters of passenger's name.
- So, make sure to enter exact first 16 characters of passenger's name mentioned in pass.
- Similarly, exact age and gender (on pass) of the passenger has to be entered at the time of ticket booking.

E-Pass Trouble Shooting/FAQ

E-Pass feature is included in HRMS Module for employees. Now we can avail privilege pass/PTO by applying online.

1	How to apply for e-pass/PTO?
	Employee can apply for e-Pass/PTO by logging in HRMS module through credentials provided to him i.e. https://hrms.indianrail.gov.in/HRMS/login#
2	What happens if we cannot log-in in System?
	<p>Either username or Password is incorrect. If both are correct then ensure validity of OTP. OTP for log-in is valid for <u>seven days</u>. If password wrong errors occurred, we can reset by clicking forget password link. This will sent OTP on registered mobile and allow changing password.</p> 
3	What may be problem if all is correct?
	In such case, check registered mobile number for OTP. If same is also correct and OTP is not coming then contact helpdesk .

	<p>The Contact Numbers of Helpdesk are HRMS Help Desk Support Numbers</p> <p><u>For OTP related issues</u></p> <p>7267910583</p> <p>9953780947</p> <p><u>For e-Pass module</u></p> <p>9891643886</p> <p>9069161539</p> <p>9971168228</p>
4	What if I lost my e-Pass/PTO?
	There is no effect as issued passes/PTOs are available in HRMS portal and employee can again print to go to pass tab. Maximum 3 prints can be taken from the portal.
5	How can we book ticket on e-pass via IRCTC site?
	Employee has to create his log-in on IRCTC website. After log-in, under trains tab, Pass option is available. Clicking on same will take you to pass bookings.

6.	What is Pass Number in Pass Bookings?
	UPIN number is used as pass number for pass booking.
7.	What is Pass Code in Pass bookings?
	Employee while making reservation on e-pass has to generate OTP from his HRMS log-in. This OTP is pass code to be given in form of IRCTC or at PRS Counter. At present this OTP is available for 20 minutes .
8.	What should I do if validity of my OTP was expired after 20 minutes?
	You have to go on HRMS portal and get fresh OTP again.
9.	What is data error in IRCTC Site booking?
	While filling passenger details, it is must that names should be filled exactly as mentioned in the e-pass . For this if name exceeds 16 characters, first 16 characters should be filled.
10.	Can Reservation on Pass be cancelled?
	Yes, it can be cancelled and fresh reservation can be made as per

	existing rules. In such case, fresh OTP is to be generated.
11.	Any other errors?
	As HRMS validates first 16 characters, if name on pass is more than 16 characters, enter first 16 characters. Ensure all names/age are as per pass. In case problem persists, contact helpdesk of HRMS.
12.	Any precautions which is required?
	<p>Yes, as OTP is valid for only 20 minutes, thus the following important points should be learnt before issuing pass.</p> <ol style="list-style-type: none"> 1. UPIN or Pass Number and OTP should be written in advance before opening the IRCTC site. 2. It is better to choose date of journey, train number, class etc. in advance before obtaining OTP from HRMS. 3. Registration should be done on IRCTC site before issuing e-pass on HRMS portal. 4. After obtaining UPIN & OTP, Employee should open IRCTC website without any delay enter the details cautiously.
