

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

F.No. PC-VII/2021/HRMS/65/(Advance Pass)

New Delhi, dated: 16.12.2021

**General Manager/HRMS
CRIS ITPI Building, 4-A,
I.P Estate, New Delhi-110002**

Sub: Issuance of Advance e-Pass through HRMS-reg

**Ref: CRIS Letter No. 2021/CRIS/NDLS-ITPI/HRMS/Rly Bd/0087/PT-I dated
07.12.2021**

Please refer to your letter cited above wherein it has been advised that in order to avail advance pass in HRMS, entry of manual pass account of employee for 2022 has to be done by Pass clerk and the same has to be accepted by employee due to continuance of manual pass along side e-Pass.

2. In view of the above, it is advised that Privilege Pass/PTO for serving employees is issued almost entirely through HRMS w.e.f. 01.09.2021 except in circumstances where HRMS is non-functional due to technical/server related issues and only divyang employees are allowed to avail manual passes which are very less in number. Hence, it is again advised that in cases where the Pass account in HRMS for the current year is 'nil', option to apply for advance pass for year 2022 may be provided in e-Pass/PTO module of HRMS as per the extant Pass rules attached with Board's letter dated 06.12.2021. However, before drawl of such passes, all PIAs shall ensure that records relating to drawl of manual passes shall be updated.

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



(Jaya Kumar G)

Deputy Director, Pay Commission-VII/HRMS

Railway Board

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Copy to:

- 1) PCPOs/ All Indian Railways
- 2) Dir. (GA)/ Railway Board