

No: E/Computer Cell/E-Pass/HRMS

Dated: 09-10-2020.

To

All Branch Officers,
S.E.Railway, Kharagpur.

Sub: Issuing of Passes/PTOs Online through HRMS Portal.

Recently Rly Board has introduced Online Privilege of Passes/PTOs in HRMS portal on 10-08-2020 through video conference. CRB delivered a brief lecture on implementation of E-Pass online and advised all the zones to implement within September 2020.

Henceforth all the Privilege Passes/PTOs will be issued through HRMS Portal **"ONLINE"** only w.e.f 01.11.2020 for all the staff of KGP Division. No Manual Passes/PTOs will be issued except Duty Passes.

In view of the above, all Branch Officers are requested to inform staff working under their control to register their names in HRMS portal and accept the family member details or resubmit for rectification within 31.10.2020 and download the Passes/PTOs through website **"hrms.indianrail.gov.in/HRMS"**. Now the Reservation/Cancellation can be done ONLINE from IRCTC > Pass Booking and also through Railway Counter.

Further all branch officers are requested to ensure the above issue to their staff under your control.



Sr.Divisional Personnel Officer,
S.E.Railway, Kharagpur.