



भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)



CIRCULAR

Sub: Cancellation of Privilege Pass (e-Pass) issued through HRMS Module.

The e-Pass module does provide double check mechanism for station codes, family, break-journey details etc. before submitting the application through HRMS (e-Pass) Module. The HRMS Module displays a confirmatory message clearly indicating all details to be included in the e-Pass and prompting the user to confirm the same. Before submitting the e-Pass application finally, the employee needs to verify that all the particulars are correct and he/she wants to proceed further with the e-Pass application. Further, the HRMS system has provided double check mechanism to ensure that the correct station details, including the break journey details and other particulars are filled in/ updated by the employee. As such, oversight on the part of the employee cannot be attributed to HRMS.

It is for information to all concerned employees, whose pass account is maintained in Railway Board, that once a Privilege Pass/ PTO is issued online through HRMS (e-Pass) module, no cancellation will be allowed except in special circumstances like a technical error or any other valid reasons, which are beyond the control of the employee concerned.

(T. Srinivas)
Director (GA)/Railway Board

No.2022/G/2/1
Dated 25.05.2022

To:

All Officers and Branches in Board's Office including those located in COFMOW Office, Railway Offices Complex, Tilak Bridge, Dayabasti RPSF Camp and NRM office.