

## E- PASS Booking

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### Salient Features:

1. To book a ticket on Railway's e-Pass, a checkbox option as '**Railway Pass Concession**' is provided on IRCTC e-ticketing website '**Home page**' and under '**Plan My Journey**' on Rail Connect Mobile App.
2. To book a ticket on e-Pass, at least one of the travelling passenger must be pass holder.
3. While providing passenger details at passenger reservation page, user need to provide '**Pass Number**' and '**Pass PIN Code**' to validate his pass at the time of booking.
4. IRCTC convenience fee is temporarily waived off on tickets having only Pass/PTO passengers.
5. IRCTC Convenience fee is levied at the rate of Rs. 15+GST for SL and 2S class and Rs. 30+GST for all other class tickets accompanying General passengers with Pass/PTO holders.
6. Travel insurance facility is not available on Pass booking.
7. If ticket is booked in upper class than the entitled class then the difference of fare will be charged from the user.
8. If Duty Pass (DP) quota is defined in a train/class then ticket will be booked in the DP quota only even if the user has requested for General (GN) quota booking. User can check seat availability under DP Quota in a train/class by selecting quota as 'Duty Pass' on Book Ticket Enquiry Page on IRCTC Website.
9. User can break his journey as per the permission granted on Pass.
10. Attendant ticket booking is available as per the pass entitlement.
11. Once the pass details provided by the user are validated, PNR will be booked after payment of fare followed by successful response from PRS system.
12. Other Terms and Conditions for booking, cancellation, refund etc. are as per refund rules 2015.

## User Guide:

- Open IRCTC website ([www.irctc.co.in](http://www.irctc.co.in))

The screenshot shows the IRCTC website's 'BOOK TICKET' form. The form is titled 'BOOK TICKET' and has two tabs: 'PNR STATUS' and 'CHARTS / VACANCY'. The form fields include: 'From' (with a location pin icon), 'To' (with a location pin icon), 'Date of Journey' (DD/MM/YYYY), 'All Classes' (dropdown menu), and 'GENERAL' (dropdown menu). There are also checkboxes for 'Divyaang Concession', 'Flexible With Date', 'Journalist Concession', 'Train with Available Berth', and 'Railway Pass Concession'. A 'Search' button is at the bottom. A COVID-19 alert is displayed: 'COVID-19 Alert: Blankets and curtains not to be available in AC coaches, other linen will continue.' The background of the form is a scenic view of a train on a track with the text 'INDIAN RAILWAYS' and 'Safety | Security | Punctuality'.

- Login to the IRCTC website by clicking on “**LOGIN**” option provided at the top and enter your registered User ID and Password.

The screenshot shows the IRCTC website's 'LOGIN' form. The form is titled 'LOGIN' and has a 'FORGOT USER ID?' link. There is a text input field for the user ID and a 'FORGOT PASSWORD?' link. Below the user ID field is a promotional banner for 'IRCTC E-CATERING' and 'FOOD ON TRACK' APP. Below the banner is a CAPTCHA section with the text 'Type in the box below: A L F J 7 X' and a CAPTCHA image. There is a checkbox for 'Login & Booking With OTP'. At the bottom are 'SIGN IN', 'REGISTER', and 'AGENT LOGIN' buttons. The background of the form is a scenic view of a train on a track.

- On Book Ticket Page, enter your desired “**From station**”, “**To station**”, “**Date of Journey**”, “**Quota**” and “**Class**” of travel.
- Select the “**Railway Pass Concession**” checkbox.



- A confirmation message will be displayed – “You are booking ticket in Railway Pass Concession. Do you want to continue?” Press “OK” to continue.

The screenshot shows the IRCTC website interface. A confirmation dialog box is displayed in the center, asking for confirmation to book a ticket in Railway Pass Concession. The background shows the 'BOOK TICKET' form with the following details:

- From:** NEW DELHI - NDLS
- To:** LUCKNOW NR - LKO
- Class:** All Classes
- Concession:** GENERAL
- Options:**
  - ☐ Divyaang Concession
  - ☐ Flexible With Date
  - ☐ Journalist Concession
  - ☐ Train with Available Berth
  - ☒ Railway Pass Concession

A 'Search' button is visible at the bottom of the form. A COVID-19 alert is displayed at the bottom: "COVID-19 Alert: Blankets and curtains not to be available in AC coaches, other linen will continue."

- In case, you do not have any fixed date of journey, select “Flexible with Date” option.
- To find train list, click on "Search" button.

The screenshot shows the IRCTC website interface. The 'BOOK TICKET' form is displayed with the following details:

- From:** NEW DELHI - NDLS
- To:** LUCKNOW NR - LKO
- Date:** DD/MM/YYYY \* 30/04/2021
- Class:** All Classes
- Concession:** GENERAL
- Options:**
  - ☐ Divyaang Concession
  - ☐ Flexible With Date
  - ☐ Journalist Concession
  - ☐ Train with Available Berth
  - ☒ Railway Pass Concession

A 'Search' button is visible at the bottom of the form. A COVID-19 alert is displayed at the bottom: "COVID-19 Alert: Blankets and curtains not to be available in AC coaches, other linen will continue."

The background shows the 'Upcoming Journey' section with the message "No upcoming journeys" and the 'Last Transaction Detail' section with the following table:

Transaction ID	Status	Date	From	To	Class
200000071928223	FAILED	23 Apr 2021	DNR	DBRT	3A

- The “List of Trains” will be displayed in next page with class wise availability and fare.
- To select the train from the train list, select desired class of travel and click on “Book Now” button.

The screenshot displays the IRCTC website's search results for a train journey from NEW DELHI (NDL) to LUCKNOW NR (L) on 30/04/2021. The interface includes a top navigation bar with links like REFUND STATUS, Logout, and CONTACT US. Below the search bar, filters for JOURNEY CLASS and TRAIN TYPE are visible. The search results show 12 results for the route. Two train options are highlighted: LUCKNOW MAIL (12230) and GORAKDAM EXPRES (12556). Each train listing shows the departure time, arrival time, and available classes with their respective fares.

Train Name	Train Number	Runs On	Departure	Arrival	Classes Available	Fares
LUCKNOW MAIL	12230	M T W T F S S	22:05   NEW DELHI   Fri, 30 Apr	06:45   LUCKNOW NR   Sat, 01 May	Sleeper (SL), AC 3 Tier (3A), AC 2 Tier (2A), AC First Class (1A)	₹ 325, ₹ 835, ₹ 1170, ₹ 1960
GORAKDAM EXPRES	12556	M T W T F S S	20:30   NEW DELHI   Fri, 30 Apr	04:45   LUCKNOW NR   Sat, 01 May	Second Sitting (2S), Sleeper (SL), AC 3 Tier (3A), AC 2 Tier (2A), AC First Class (1A)	₹ 195, ₹ 345, ₹ 895, ₹ 1250, ₹ 2075

- “**Passenger Reservation Page**” will be displayed in the next page.
- For booking a Pass Booking ticket, at least one of the travelling passenger must be pass holder.
- Enter “**Passenger Name**”, “**Age**”, “**Gender**” and select concession option as “**Pass Booking**” for pass holder and provide “**Pass Number**” and “**Pass PIN Code**” as per the details available in pass issued.
- Additional passenger can be added here by clicking on “**Add Passenger**” option.
- Concession option for general passenger to be selected as “**General Booking**”.
- Destination passenger address will be required to be provided under “**Your Destination Address**”.
- Boarding Station for the journey can be changed by clicking the down arrow button on “**Boarding Station**” option provided on the Passenger Reservation Page by selecting the desired boarding station name from the drop down list.
- After providing Passenger’s Mobile Number and selecting Payment Mode, click on “**Continue**” button to proceed next and to make any change in journey details “**Back**” button may be used.

1 Passenger Details
2 Review Journey
3 Payment

⚠ No concessional tickets allowed for this Train / Quota/Class.

**LUCKNOW MAIL (12230)**

22:05 | NEW DELHI — 08:40 — 06:45 | LUCKNOW NR AVAILABLE-0272

Fri, 30 Apr Sat, 01 May

**Sleeper (SL) | General**

Boarding Station | NEW DELHI | Arrival: -- | Departure: 22:05 | Day: 1 | Boarding Date: 30 Apr 2021

• Note: Please submit full name of the passengers instead of initials.  
• Note: The ID card will be required during journey

**Passenger Details**

PRAMOD BEHERA

53

Male

India

No Preference

Pass Booking

11487

ASDF

[+ Add Passenger](#)
[+ Add Infant](#)

**Contact Details**

(Ticket details will be sent to email- chandra6391@irctc.com and registered mobile number 82\*\*\*\*\*46)

91

9111111111

**Your Destination Address**

ALIGANJ

Correspondence 2 (Optional)

Correspondence 3 (Optional)

226001

UTTAR PRADESH

Lucknow

A P Sabha S.O

GST Details (Optional)

GST Identification Number(GSTIN)

**Other Preferences**

☒ Consider for Auto Upgradation.

☐ Book only if confirm berths are allotted.

Reservation Choice

Preferred Coach No.

**Payment Mode**

☒ Pay through Credit & Debit Cards / Net Banking / Wallets / Bharat QR / Pay on Delivery and Others  
Convenience Fee: ₹15/- + GST

☐ Pay through BHIM/UPI  
Convenience Fee: ₹10/- + GST

[Back](#)
[Continue](#)

Fare Summary	
Ticket Fare	₹ 325
<b>Total Fare</b>	<b>₹ 325</b>

- Once the passenger details entered get verified with the details in pass issued, next page will be displayed as **“Booking Review Page”**.
- The ticket details, Total fare, Availability of berths and Pass details will be displayed on the screen.
- To make change in journey details, **“Back”** button may be used.
- **IRCTC convenience fee will not be levied on tickets booked for only Pass/PTO passengers.**
- **IRCTC Convenience Fee (Rs. 15+GST for SL and 2S and Rs. 30+GST for all other classes) will be charged on tickets accompanying General passengers with PASS/PTO holders.**
- **Travel insurance premium will not be charged for the time being on PASS booking tickets.**
- After checking all details, enter the captcha and click on **“Continue”** button.

1 Passenger Details
2 Review Journey
3 Payment

**LUCKNOW MAIL (12230)** 📍

22:05 | NEW DELHI

Fri, 30 Apr

— 08:40 —

06:45 | LUCKNOW NR

Sat, 01 May

AVAILABLE-0272

Updated 0 Minutes and 29 Seconds ago

1 Adult | Sleeper (SL) | General | Boarding at New Delhi

**Passenger Details** ^

1 PRAMOD BEHERA 53 yrs | Male | India | Pass Number - 11487

Your ticket will be sent to **ch\*\*\*\*\*@jrctc.com / 82\*\*\*\*\*46**

[View Cancellation Policy](#)

**Fare Summary**

Ticket Fare	₹ 0
Total Fare	₹ 0

7eJJm

7eJJm

Back

Continue

- If total fare to be paid is greater than zero, then payment option page will be displayed to make payment and **“PNR number”** will be generated after successful payment and successful response from PRS system.
- If total fare to be paid is displayed as zero, then on clicking continue button Booking Confirmation Page will be displayed after successful response from the PRS system **“PNR number”** will be displayed.
- **“Virtual reservation message”** (VRM) in the form of **“SMS”** will be sent on Registered Mobile Number.
- **“Booking confirmation mail”** will be sent on Registered Email ID.
- Electronic Reservation Slip (ERS) can be printed by clicking on **“Print Ticket”** image button provided at next of PNR Number.
- To book ticket for Return/Onward Journey, **“Book Return/Onward Ticket”** button may be used. Using this option will retain the details of Passengers as provided in the current ticket.
- To book another ticket, **“Book Another Ticket”** button may be used.

Thank You

Congratulations!, You have successfully booked a ticket.

Booking details will be sent to Email/Mob: **ch\*\*\*\*\*@irctc.com / 82\*\*\*\*\*46**

**LUCKNOW MAIL (12230)**

**PNR: 2441515438**

**22:05 | NEW DELHI**  
Fri, 30 Apr

**08:40**

**06:45 | LUCKNOW NR**  
Sat, 01 May

**1 Adult | Sleeper (SL) | General | Boarding at New Delhi**

[View Cancellation Policy](#)



Scan code to view and save ticket on your mobile.

**Passenger Details**

**1 PRAMOD BEHERA** 53 yrs | Male | India | Side Upper | EPRPAS | Pass Number - 11487

**Booking Status** **CNF**

**Coach** **S5**

**Berth/WL No** **72**

**Berth Type** **Side Upper**

[Book Return/Onward Ticket](#)

[Book Another Ticket](#)

Payment Details	
Transaction ID	200000071822214
Booking Date	05 Apr 2021   04:53 PM
Travel Insurance	Not Opted
Ticket Fare	₹ 0
Convenience Fee (Incl. of GST)	₹ 0.0
Travel Insurance (Incl. of GST)	₹ 0.0
<b>Total Amount Paid</b>	<b>₹ 0.00</b>

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[Book ebedroll](#)

[Order Food](#)

[Book Retiring Room](#)

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## HRMS FAQs:

➤ Pass booking related FAQs are provided in HRMS Dashboard. Please refer below screen.

**IR-HRMS**

Home / Pass / Apply for e-Pass/e-PTO

**Family Declaration**

**Pass/PTO**

**Apply for e-Pass/e-PTO**

**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 TICKET ORDER** **Go**

Pass Year	Entitled Pass		Manual Aailed Passes / DAR Cases / LTC		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set
2021	4	8	0	0	0	0

**DOWNLOAD**

- E-APAR Module
- Settlement
- PRCP / WP
- Pass / PTO**
- ESS

**Apply for e-Pass/ e-PTO**

**My Issued Passes**

**No Journey Declaration**

**My Family Declaration**

**Pass Entitlement Declaration**

**PWD Companion Declaration**

**Retired Data Acceptance Other Than 7cpc PPO**

**Employee Declaration For**

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[https://drive.google.com/file/d/1dPnqWY7b1\\_mvxG\\_8vq0ppdsE3tyWVZDw/view](https://drive.google.com/file/d/1dPnqWY7b1_mvxG_8vq0ppdsE3tyWVZDw/view)