# **E- PASS Booking**

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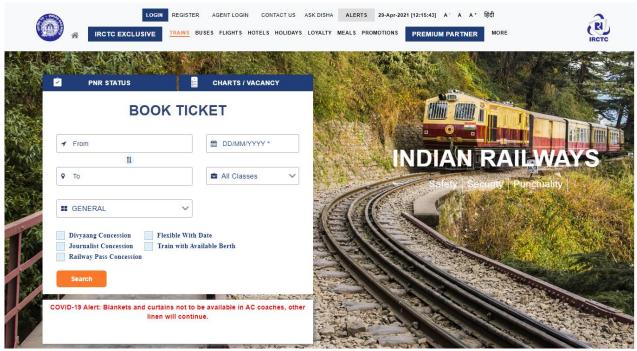
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#### **Salient Features:**

- 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 (<u>www.irctc.co.in</u>)

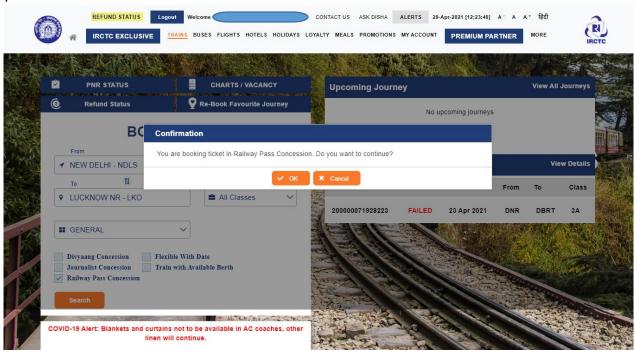


➤ Login to the IRCTC website by clicking on "LOGIN" option provided at the top and enter your registered User ID and Password.

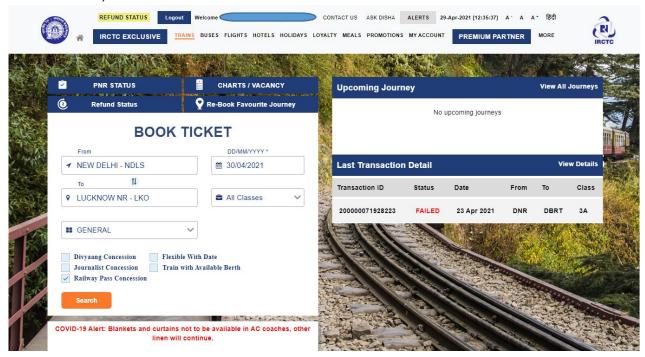


- On Book Ticket Page, enter your desired "From station", "To station", "Date of Journey", "Quota" and "Class" of travel.
- > Select the "Railway Pass Concession" checkbox.

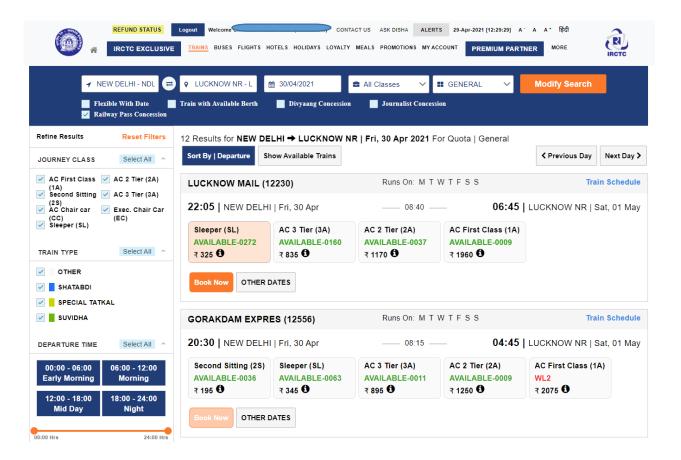
➤ A confirmation message will be displayed – "You are booking ticket in Railway Pass Concession. Do you want to continue?" Press "OK" to continue.



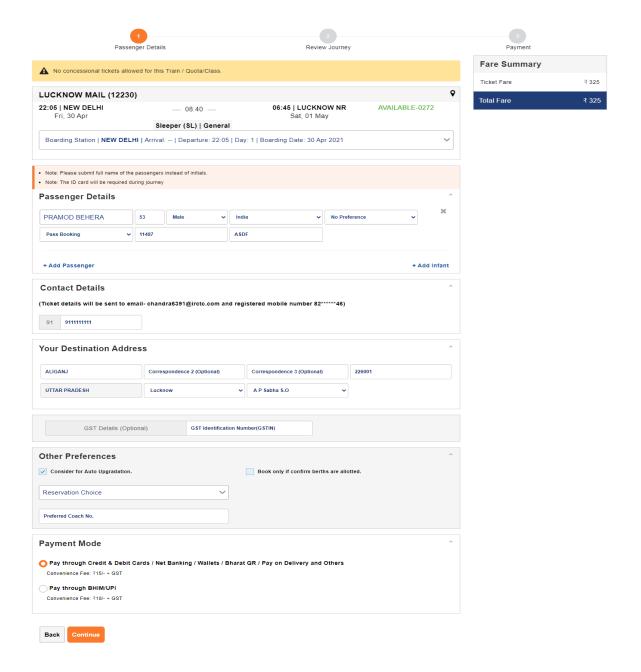
- In case, you do not have any fixed date of journey, select "Flexible with Date" option.
- > To find train list, click on "Search" button.



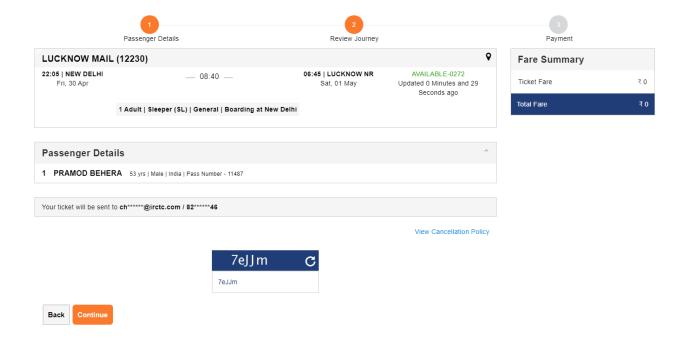
- > The "List of Trains" will be displayed in next page with class wise availability and fare.
- > To select the train from the train list, select desired class of travel and click on "Book Now" button.



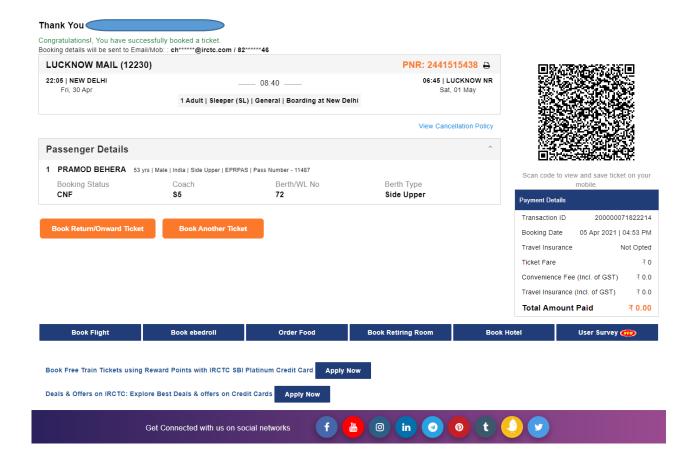
- > "Passenger Reservation Page" will be displayed in the next page.
- For booking a Pass Booking ticket, at least one of the travelling passenger must be pass holder.
- Enter "Passenger Name", "Age", "Gender" and select concession option as "Pass Booking" for pass holder and provide "Pass Number" and "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.



- 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.



- ➤ 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.



### **HRMS FAQs:**

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

