



Government of India
Ministry of Railways
South Central Railway
Vijayawada Division

DRM's Office
Personnel Branch
Vijayawada-520001

SCR/P-BZA/498/Rtd.e-Pass/2021

Dt: 23-04-2021

All CONCERNED & Old Pensioners Associations
All outstation ADENs, All outstation SSE/P.Ways.
BZA Division

Sub: Implementation e-Pass Module for Retired Employees through HRMS – Reg.

- Ref: 1) Railway Board's letter No:PC-VII/2020/HRMS/6 dated 14-08-2020.
2) Railway Board's letter No:PC-VII/2020/HRMS/6(Part) dated 16-11-2020
3) Railway Board's letter No:PC-VII/2020/HRMS/16 dated 26-03-2021.
4) Railway Board's letter No:PC-VII/2020/HRMS/16 dated 22-04-2021

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Railway Board vide letter cited under ref(1) above, advised to issue e-Pass all over Indian Railways. Accordingly, Vijayawada Division has taken all steps and implemented the issue of e-Passes for serving employees online throughout the BZA Division.

The administration is extremely happy to inform that Vijayawada Division is going to extend the e-pass module to retired employees as a challenging task throughout BZA Division. This would be possible only if the required information sent to the concerned dealing clerks from the pensioners.

Further, HRMS corrections are being carried out by each individual employees through UMID Portal only and the same information is ported to HRMS portal. The corrections of Retired employees data will be carried out through UMID portal.

Hence, to process e-pass module for retired employees, the following procedure should be followed from each individual retired pensioners.

Step- 1 : Open Google Chrome and type "hrms.indianrail.gov.in/HRMS" (HRMS mobile APP not functioning, the process should be done through any web browser only –Chrome, Firefox, Opera)

Step- 2 : Click on Retired Employee Registration.

Step- 3 : Type latest 14 digit PPO number and Date of Birth as per PPO

Step- 4 : Check your **HRMS-ID** and note down HRMS-ID for further login process and check Name, Designation and Phone Number correct or not

Step- 5 : If phone number is correct, click on submit to receive OTP

Step- 6 : Enter OTP and Submit, Check the message for successful confirmation of registered mobile number

Step- 7 : Back to login page, Click on forgot password, enter HRMS-ID received in Step-4 and enter OTP to reset the Password

Step- 8 : Type new Password twice and note down the password.

Step- 9 : On successful completion of above process, the dealing clerks are able to register requisite retired employees data.

Contd..

In this connection, due to pandemic situation of COVID-19 and to avoid gathering of old pensioners at one place, it is advised that each retired employee need to **send scanned colour copies** of following original documents to concerned sections email-ids i.e. previous pass taken from the sections.

- List of documents :-
- a) Retired employee photograph
 - b) Scanned Identity Proof of Self Retired employee (UMID/Aadhaar)
 - c) Dependant Family members Photograph,(Pass eligible members)
 - d) Dependency documents
 - e) Previous Issued Passes.
 - f) Manual Pass Declaration.
 - g) Pension Payment Order(PPO)

The retired employees who are utilizing pass facility at Pass Section of DRM Office Compound need to submit the documents to email-ID: "passbza@gmail.com" and mention the subject as "PPO Number, Submission of documents for e-Pass" at the time of sending mail.

All ADENs are requested to assign the task of above process through Pass Clerks for creating email-ids from each unit and circulate the information to pensioners.

In this connection, it is also advised that wherever and whenever the retired employees are facing technical problems and experiencing difficulty in switching over from, they are most welcome to contact the following staff who are in help desk.

Smt. S.K. Sultana Begum, Ch.OS - 08662768366 / Rly No. 68366
Sri. M. Kasi Reddy, OS - 08662768368 / Rly No. 68368

The above exercise should be completed at the earliest from each unit. As per the instructions issued from the Railway Board letter No:PC-VII/2020/HRMS/16 dated 22-04-2021, issue of manual pass extended up to 31-05-2021 and priority should be given to online e-pass module.

The administration once again request to process all retired employees manual pass entry data and uploading of above documents at the earliest. The co-operation is required utmost from the retired employees, Branch officers, ADENs, Pass Issuing Authority, and Pass Clerks.

Sudha
23.04.21

(B.SAILA SUDHAKAR) APO/G
/Sr.Divisional Personnel Officer/BZA

C/- PS to DRM/BZA – for kind information of DRM
C/- PS to ADRM/BZA – for kind information of ADRMs
C/- DSs/SCRES, SCRUMU & All India SC/ST Association.

Pc