

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

No. PC-VII/2024/HRMS/38

New Delhi, dated : 14.11.2024

Principal Chief Personnel Officers  
All Indian Railways  
(As per standard mailing list)

**Sub : Launch of Duty Pass Module of HRMS on pilot basis**

Duty Pass Module of HRMS has been developed to enable application and generation of Duty Passes through HRMS and facilitating booking of tickets on the same digitally. It was launched on pilot basis in Railway Board's office and DLI Division of Northern Railway.

2. It has now been decided to launch the duty pass module on pilot basis across Indian Railways with effect from 18.11.2024 to enable thorough hands on experience to the Railway users on the new Module. The User Manual for operation of Duty Pass Module is enclosed at Annexure-I.

3. In view of the same, following is advised:

- (i) During the pilot launch, issuance of Duty Passes in manual and digital format will remain in force. However, all the Units shall encourage the officials to avail the Duty Passes preferably through HRMS.
- (ii) Efforts may be taken to restrict the issuance of manual Duty Pass only to the personnel involved in critical operations and exigencies only.
- (iii) The Field Units may also furnish a feedback regarding the modifications required, if any, to be made in the said Module as observed by them to Board's office.
- (iv) All the existing Duty Passes, which have been issued physically shall continue to be valid for the duration mentioned on such passes.

4. This issues with the approval of competent authority.

**Encl: As above**



(Jaya Kumar G)

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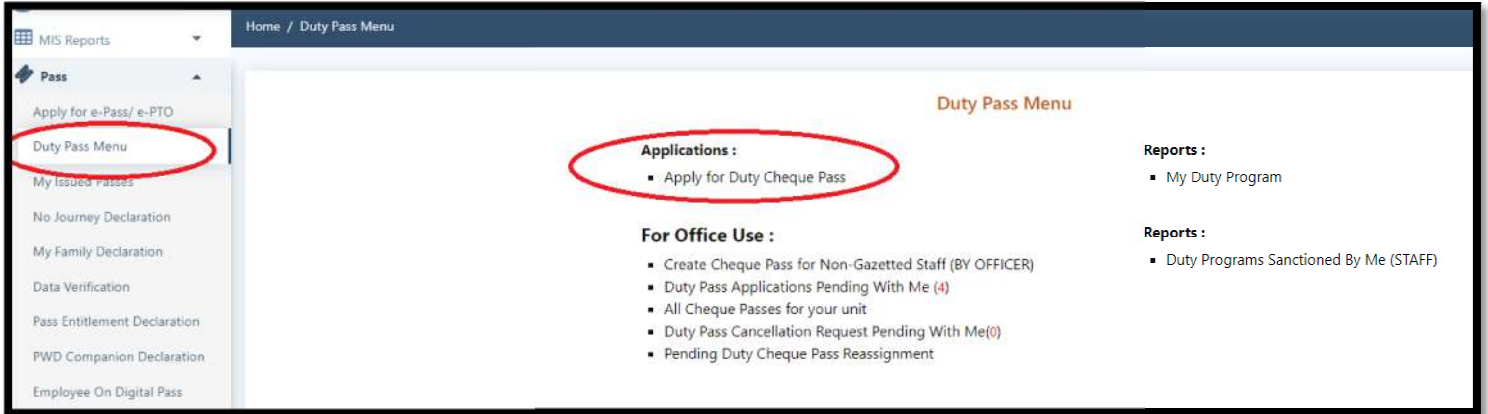
E-mail ID – [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in)

Copy to:

- (i) PPS to Secretary, Railway Board, for information of Secretary, Railway Board
- (ii) PPS to AM(HR), for information of AM(HR)
- (iii) PPS to AM(Comm.), for information of AM(Comm.)
- (iv) PPS to PED/IR, for information of PED/IR
- (v) GM/HRMS/CRIS, for necessary action

## Duty Cheque Pass

Functionality for issuing of Duty Cheque Pass has been enabled in HRMS Web Portal. All serving employees can apply for it, online using the menu: **Pass -> Duty Pass Menu -> Applications: Apply For Duty Cheque Pass**



**Eligibility:** All serving Railway Employees, including those under order of transfer (Transfer Out), can access this menu to apply for Duty Cheque Pass.

- ❖ Employees whose Photo is not uploaded in the system won't be able to apply for Duty Cheque Pass. Photo can be uploaded from ESS -> Edit My Details -> Photo & Signature.
- ❖ Entitlement will be based on Pay Level as approved in Employee Master.

Check Berth/Seat Entitlement  
Class of Pass: Bronze Pass/First Class 'A' (with 1-AC authority)

[Show Previous Applications](#)

Application no. (Autogenerated)

**Employee Details**

HRMS Employee ID	Employee Name
Pay Level *	Basic Pay *
Designation	
Current Zone	Current Unit Division
Gaz/Non-Gaz	Pay Level For Pass

S.No.	Mode of Travel	Station From (Journey Start From)	Leaving Date & Time (24HH:MM)		Station To (Destination)	Reaching Date & Time (24HH:MM)		Purpose/Remarks	Action
1	Indian Railways	Select a Station	DD/MM/YYYY	00:00	Select a Station	DD/MM/YYYY	23:59	Enter remarks	<span style="color: blue; font-size: 1.2em;">+</span> <span style="color: red; font-size: 1.2em;">-</span>

**Document Attachment**

Upload Supporting Document :  No file chosen

Employees have to give details of the tour program as shown above while all the basic details are fetched from Employee Master. The application can be sent to any Gazetted Officer , who can be searched as per search range which can be modified.

S.No.	Mode of Travel	Station From (Journey Start From)	Leaving Date & Time (24HH:MM)		Station To (Destination)	Reaching Date & Time (24HH:MM)		Purpose/Remarks	Action
1	Indian Railways	NEW DELHI (NDLS)	17/10/2024	00:00	LUCKNOW (LKO)	18/10/2024	23:59	test	+ -

**Document Attachment**

Upload Supporting Document :  No file chosen

**Forward Application:**

Send to \*

Search Range : NR- NORTHERN RAILWAY (HQ)- PERSONNEL [Modify Search Range](#)

**Approval Process For Non-Gaz Employee:**

Duty Cheque Pass application can be approved by any Gazetted Officer. Presently there is no check on Pay Level. For approval, pending applications can be approved under menu link **For Office Use: Duty Pass Applications Pending With Me**

**Duty Pass Menu**

<p><b>Applications :</b></p> <ul style="list-style-type: none"> <li>▪ Apply for Duty Cheque Pass</li> </ul>	<p><b>Reports :</b></p> <ul style="list-style-type: none"> <li>▪ My Duty Program</li> </ul>
<p><b>For Office Use :</b></p> <ul style="list-style-type: none"> <li>▪ Create Cheque Pass for Non-Gazetted Staff (BY OFFICER)</li> <li>▪ <b>Duty Pass Applications Pending With Me (0)</b></li> <li>▪ All Cheque Passes for your unit</li> <li>▪ Duty Pass Cancellation Request Pending With Me(0)</li> <li>▪ Pending Duty Cheque Pass Reassignment</li> </ul>	<p><b>Reports :</b></p> <ul style="list-style-type: none"> <li>▪ Duty Programs Sanctioned By Me (STAFF)</li> </ul>

Officers have option to either forward the application to any other officer or Sanction or Reject. If Sanctioned, it will show editable pass validity period starting from 3 days before the first "From Date" of the tour and 3 days after the last "To Date". Officer can then preview & generate the pass for the employee in case of Non-Gazetted employee. Thus the pass is generated along with approval and can be accessed by employee. SMS notification is sent just like existing Privilege Pass.

S.No.	Mode of Travel	Station From (Journey Start From)	Leaving Date & Time (24HH:MM)		Station To (Destination)	Reaching Date & Time (24HH:MM)		Purpose/Remarks	Action
1	By Indian Railways-I	NEW DELHI (NDLS)	06/08/2024	00:00	LUCKNOW (LKO)	09/08/2024	23:59	ass	+ -

Action : \*  
Please Select

Document Attachment

Upload Supporting Document :  
FORWARD  
SANCTION  
REJECT

Previous Remarks

Remarks by : ██████████ CPO on : 09-09-2024 02:09:13 : ok

Remarks :  
Enter remarks here

Submit Application

S.No.	Mode of Travel	Station From (Journey Start From)	Leaving Date & Time (24HH:MM)		Station To (Destination)	Reaching Date & Time (24HH:MM)		Purpose/Remarks	Action
1	By Indian Railways-IR	NEW DELHI (NDLS)	06/08/2024	00:00	LUCKNOW (LKO)	09/08/2024	23:59	ass	+ -

Action : \*  
SANCTION

Pass Validity:

Pass Validity From: 03/08/2024      Pass Validity To: 12/08/2024

Document Attachment

Upload Supporting Document : [View](#)

Previous Remarks

Remarks by : ULLAS KUMAR (NZWCUQ) [ ] ok

Check the applicable boxes below:  
 Attendant Travelling  
 He/She want to carry Cycle/Motor Cycle

On clicking Generate button, Pass/PTO application will not be sent to Pass clerk and Pass issuing Authority and Pass/PTO will be generated automatically and immediately. Please fill in the details carefully before applying.  
 क्लिक करने पर, पास/पीटीओ आवेदन पास क्लर्क और पास जारी करने वाले अधिकारी को नहीं भेजा जाएगा और पास/पीटीओ स्वचालित रूप से और तुरंत उत्पन्न हो जाएगा। कृपया आवेदन करने से पहले विवरण सावधानीपूर्वक भरें।

Remarks :  
Enter remarks here

Preview & Generate Pass

### Approval Process For Gazetted Employee:

In case applicant is Gazetted employee, the approving authority can select Sanction and Submit. The applicant officer can then generate the pass from the menu item **Reports: My Duty Program**

Gazetted Officers have the option of selecting family while generating pass. The option of selecting attendant is provided to all employees in Pay Level 6 and above.

My Duty Program menu shows the status of all applications and in case of sanctioned program, it gives option to view ePass and generate ePass in case of Gazetted Officers. Applicants can also withdraw their application from here before sanction or rejection.

My e-Cheque Pass Programs

Pass Year : 2024

**Attention: OTP has been dispensed with. Instead of OTP a PIN will be sent as SMS on mobile phone when pass is issued which will be valid for entire duration of pass validity. To get the PIN again, please click on 'Send SMS' or 'Send email' button under 'Resend Pass SMS' against the pass number.**

Show 10 entries

Generate e-Cheque Pass	Pass Application Number	Pass Type	Pass Year	From Station - To Station	Pass Validity(From Date To End Date)	Application Status	Application Date	Attendant Pass No	Resend Pass SMS	Edit   Delete   Withdraw	Cancel Pass
	12913	CHEQUE PASS	2024	1. NDLS - PNBE	-	Submitted	15/10/2024			Withdraw	Pass Not Issued
	12779	CHEQUE PASS	2024	1. NDLS - LKO 2. MAS - PNBE	-	Submitted	12/07/2024			Withdraw	Pass Not Issued
<input checked="" type="checkbox"/> Generate e-cheque pass	12782	CHEQUE PASS	2024	1. NDLS - LKO 2. LKO - PNBE 3. PNBE - NDLS	12/07/2024 - 17/10/2024	Sanctioned	12/07/2024				Pass Not Issued
<input checked="" type="checkbox"/> 13050	12802	CHEQUE PASS	2024	1. NDLS - LKO	18/10/2024 - 25/10/2024	Pass Issued	13/10/2024	13051	Send SMS Send email		PNR Booked
	12875	CHEQUE PASS	2024	1. NDLS - LKO	08/09/2024 - 16/09/2024	Sanctioned	08/09/2024				
	12874	CHEQUE PASS	2024	1. NDLS - LKO	-	Submitted	08/09/2024			Withdraw	Pass Not Issued
	12899	CHEQUE PASS	2024	1. NDLS - LKO	-	Submitted	08/09/2024			Withdraw	Pass Not Issued

### Creation of Pass Directly by Gazetted Officer

Gazetted officers can themselves create cheque pass for Non-Gaz employees even if they do not apply. The same can be done using the menu item **Create Cheque Pass for Non-Gazetted Staff (BY OFFICER)** under Office Use. The pass is generated upon sanction and employee is notified by SMS.

### Duty Pass Menu

**Applications :**

- Apply for Duty Cheque Pass

**For Office Use :**

- **Create Cheque Pass for Non-Gazetted Staff (BY OFFICER)**
- Duty Pass Applications Pending With Me (3)
- All Cheque Passes for your unit
- Duty Pass Cancellation Request Pending With Me(0)
- Pending Duty Cheque Pass Reassignment

**Reports :**

- My Duty Program

**Reports :**

- Duty Programs Sanctioned By Me (STAFF)

### Ticket Booking on Duty Cheque Pass:

Booking of tickets on Duty Cheque Pass is done in the same way as Privilege Pass. PIN is notified in phone and email and it can be resent from My Duty Program menu.

### Limitations on number of Duty Cheque Pass per employee:

Presently there is no limit on number of times Duty Cheque Pass can be availed. It is understood that on the same day an employee may need multiple duty cheque passes for shorter routes. But one check has been provided that if multiple Duty Cheque Passes exist for any employee, sanctioning officer gets a warning message along with details of existing applications. Similarly, If Gazetted officer issues cheque pass to staff on his own, warning message for existing applications is popped up.



### Cancellation Of Pass:

A pass can be cancelled if no PNR is booked against it. If PNR is already booked, it should be cancelled before cancelling the pass. The cancellation request is forwarded to the authority, who had sanctioned the pass. They can accept cancellation/reject or forward it to any other Gazetted Officer.

Pass can also be cancelled by the officer directly by using the option in the menu **Duty Programs Sanctioned By Me**.

If application is not sanctioned / rejected yet, it can be withdrawn. All these actions are provided in **My Duty Program**.

**Reassignment of pending Duty Cheque Pass:** Option is given to re-assign pending duty cheque passes. This can be restricted to Unit Admin.

### Reports:

#### 1. My Duty Program

Employees can see details of all their duty cheque passes alongwith status. They can view generated pass here, resend sms/email, withdraw unsanctioned application or cancel unused pass.

#### 2. Duty Programs Sanctioned By Me

Access to Gazetted Officer is available for enlisting all duty programs sanctioned by them. Officers also have option to cancel the pass from here.

#### 3. All Cheque Passes for your Unit

This report shows all cheque passes of last 3 months of the unit. This can be restricted to Unit Admin.

Apart from above, No specific role in HRMS is required for applying or approving Duty Cheque Pass.