GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/6   New Delhi, dated: 14.12.2020

The General Manager/CAOs(R),
All India Railways & Production Units,
(As per mailing list)

Sub: User Guide for Post Retirement Complimentary Pass & Widow Pass Module of HRMS

Post Retirement Complimentary Pass & Widow Pass (PRCP & WP) module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the PRCP & WP Module was also provided by CRIS to all the employees.

2.   Now, in order to serve as a guide and ready reckoner, a User Guide is enclosed below and has also been uploaded on the website of Indian Railways at the following location:

http://www.indianrailways.gov.in/railwayboard/ → About Indian Railways →Corporate Overview → Directorates → Pay Commission → Pay Commission-VII

3.   It is requested that the User Guide be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

Encl: User Guide on PRCP & WP Module

(JAYA KUMAR G)
Deputy Director/ Pay Commission-VII & HRMS
Railway Board

File No. PC-VII/2020/HRMS/6   New Delhi, dated: 14.12.2020

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,

5. The General Manager and FA&CAO. Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik; (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.
31. General Manager/HRMS/CRIS

(Jaya Kumar G)
Deputy Director, Pay Commission-VII
Railway Board

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Copy forwarded to:-
1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.

8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association, Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

Copy to:-

PSOs/Sr.PPSs/PPSs/PSs/PAs to:
MR, MSR(S), MSR(G), CRB & CEO, Member (Finance), Member (Infrastructure), Member (Traction & Rolling Stock), Member (Operations & Business Development), Secretary/RB, DG/HR, DG/RHS, DG/RPF, All Additional Members/ Advisors/ Executive Directors/Joint Secretaries.

Cash - I, II, & III, Budget, E(P&A) I & II, E(G), E(NG) I & II, PC – III, PC-IV, PC-V, PC-VI, E(LR) I & II, F(E) - I, II & III, F(E) Special, Security (E), Accounts III, ERB - I, II, III, IV, V & VI, G(Pass), G(Acc), RB(Welfare), E(SCT) I & II, E(O) I, II III & III(CC), E(GR) I & II, E(GP), E(GC), PR, branches of Railway Board.

PRCP/Widow Pass

1. **Mobile Change**

   Retired Employee

   - Go to https://hrms.indianrail.gov.in/HRMS
   - Click on link "Retired Employee Mobile Change.
   - Fill PPO number, date of birth and name.
   - Assigned HRMS Id and mobile number in the system shall be displayed.
   - Click on "Change mobile number" link to enter new mobile, select pass issuing railway and upload document and submit.

   Pass Clerk

   - Select PPO number
   - Check details and accept mobile number.

2. **Entering Retiree data**

   Pass Clerk

   - Enter PPO number or search employee based on railway, div/workshop, date of birth or name.
   - Enter mandatory information and upload document
   - Submit it.

   Retired Employee

   - Confirm or return data.

   PIA

   - Accept or Reject data.

3. **Pass Application**
   - Go to https://hrms.indianrail.gov.in/HRMS
   - Enter HRMS Id, password and OTP.
   - Go to Pass-> Pass Set List menu
   - Click on Full Set or Half Set link.
   - Fill application and submit.

4. **Issue Pass**
   - Pass Clerk and PIA will check application and issue pass.
   - Pass Details shall be to user's mobile number as SMS.

5. **Ticket Booking**
   - Generate OTP for ticket booking in HRMS we application.
   - Go to PRS ticket count and IRCTC web site.
   - Enter Pass and OTP details for each passenger.

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