

e-Pass System

Centre for Railway Information Systems

4-Step Operation(Pass Admin)

Access Authorisation

Unit Admin creates Pass Admins

Pass Admin

- Create Pass Issuing Authority
 (PIA) and Pass Clerk (PC)
- Give Access Authorisation to Pass Clerk
- Tagging Pass Clerks to PIA
- Tagging Employees to PIA

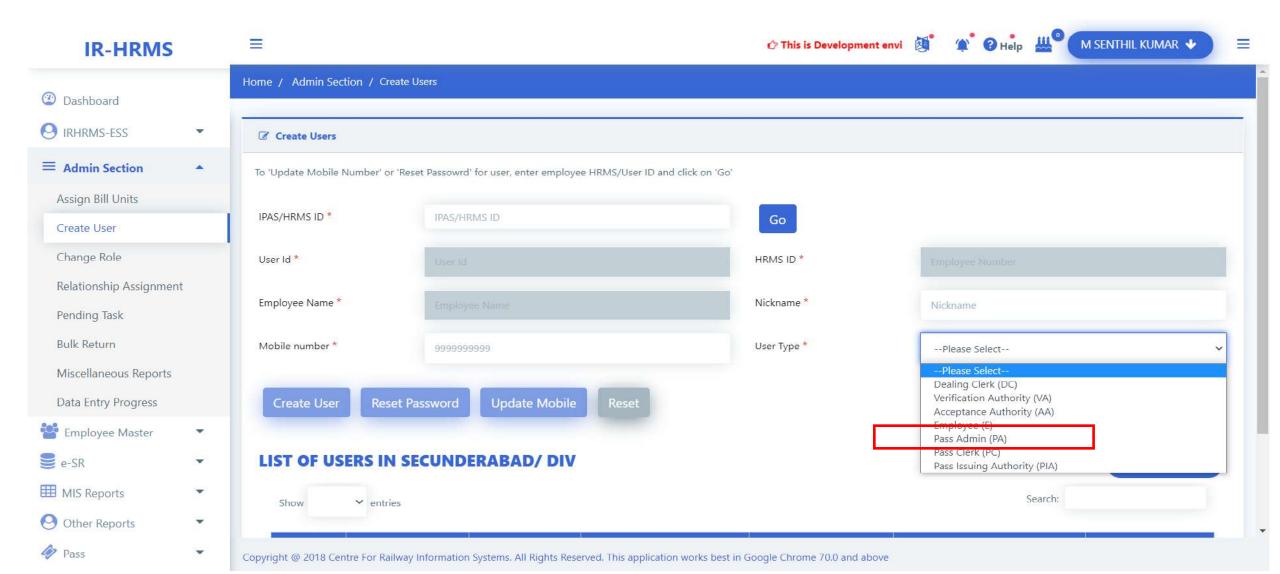
2
Updating
Legacy Data

- Recoding of details of Pass issued Manually by Pass Clerk
- Verification of recorded Manual Pass by Employee
- Update Employee's Family Details
- Acceptance of Family Details

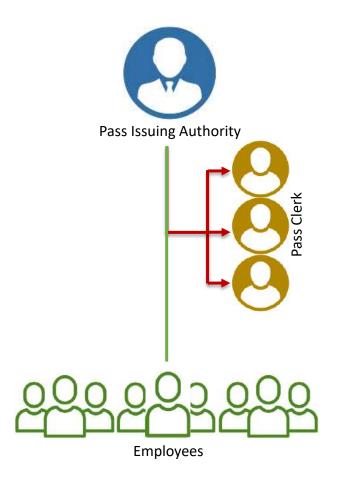
Online Issuance of Pass

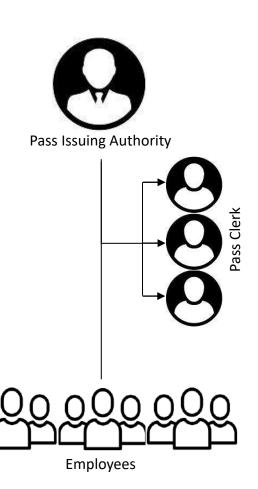
- Apply for Privilege Pass/ PTO
- Accept Pass Application
- Issue of Privilege Pass/ PTO
- Split Pass Application
- Cancellation Request

Creating Pass Admins



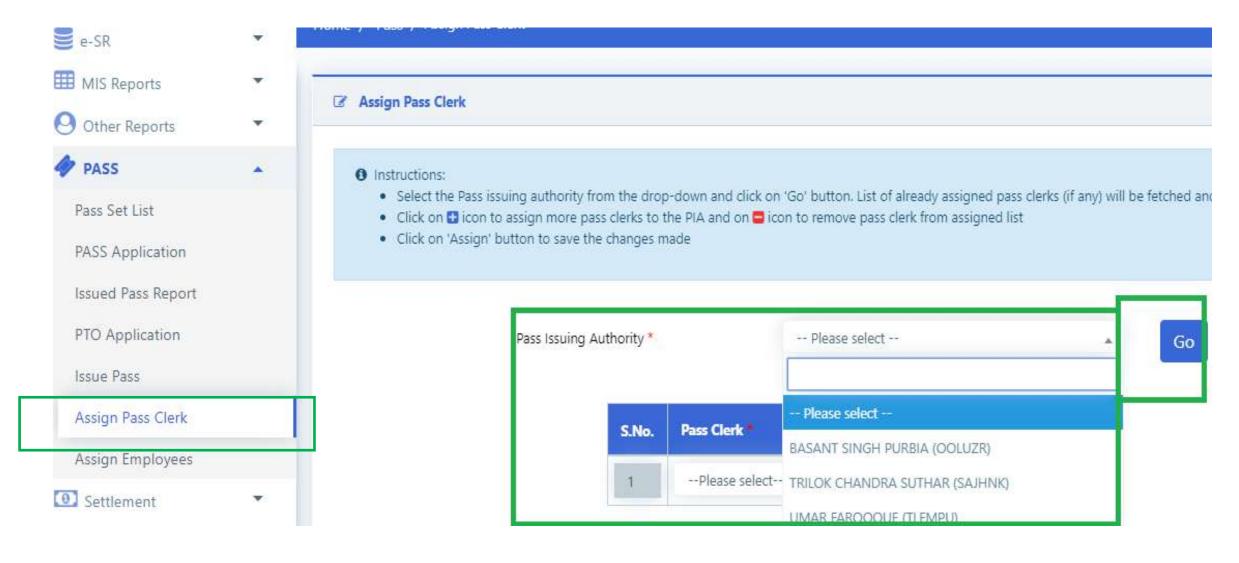
Access Authorisation by Pass Admin



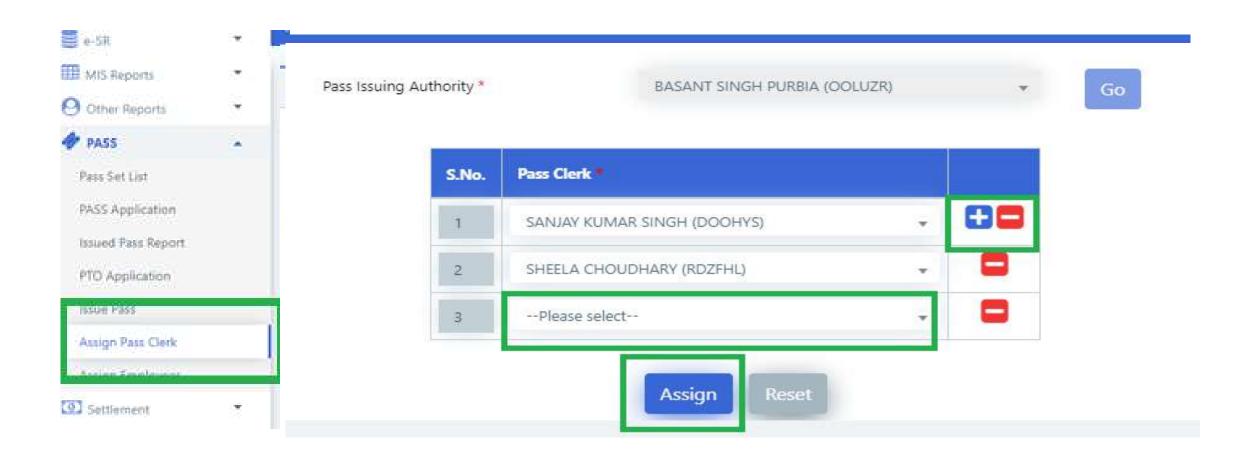


- 1. Provide Access Authorisation to Pass Issuing Authorities one by one
- 2. Provide Access Authorisation to Pass Clerks one by one
- 3. Tag Pass Clerks to their respective Pass Issuing Authority
- 4. Tag Individual Employee to her/ his respective Pass Issuing Authority
- 5. Group of Employees may also be tagged to their PIA

Create User and Assign Role



Tagging Pass Clerks to their PIA



Tag Group of Employees to their PIA

UNIT: JODHPUR WORKSHOP/ WSH

Click to Toggle between Bulk Assignment and One to One assignment

Select Billunit, department & designations of the employees from the dropdown which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If employees present in the combination selected are already assigned to some other Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit: 1678

Total Employees in range for BASANT SINGH PURBIA (OOLUZR): 24

Bulk

Sr. No.	Bill Unit	Department	Designation	To be assigned	Already Assigned to some PIA
1	3307002 ▼	ALL *	ALL	5	2 (Click on Count to unassign)
2	3307427 ▼	MECHANICAL ▼	ALL	19	0 (Click on Count to unassign)

Assign Employees Reset

Tag Individual Employee to PIA

Click to Toggle between Bulk Assignment and One to One assignment



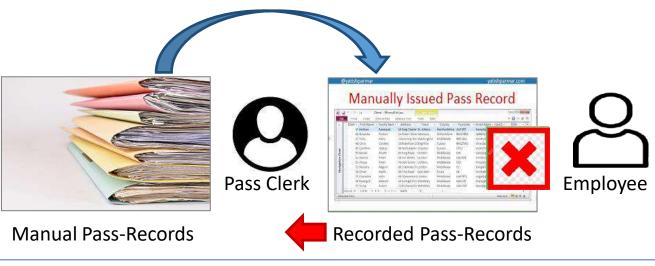
Enter IPAS ID of employee which needs to be assigned to the Pass Issuing Authority. Add multiple rows by clicking on '+' icon. If selected employees are already assigned to some other Pass Issuing Authority then the previous assignment will be overwritten.

Total Employees in unit: 1678

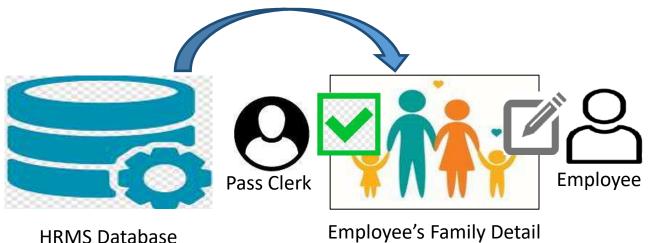
Total Employees in range for BASANT SINGH PURBIA (OOLUZR): 2

ir. Vo.	IPAS Employee ID	HRMS ID	Employee Name	Department	Designation	Assigned to PIA	+
1	DOOHYS	DOOHYS	SANJAY KUMAR SINGH	PERSONNEL	OFFICE SUPERINTENDENT		-
2	YYKNTI	YYKNTI	OM PRAKASH SHARMA	MECHANICAL	Sr. SEC. ENGINEER(WORKSHOP- CIVIL)	BASANT SINGH PURBIA (OOLUZR)	

Updating Legacy Data

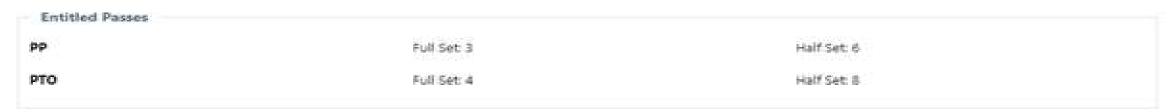


- Pass Clerk enters past Pass-Records into the E-Pass System
- 2. Employee accepts the recorded past Pass-Records if found correct
- 3. Employee returns the recorded past Pass-Records if found erroneous



- 4. Family details of employee is retrieved from HRMS database
- 5. Employee updates/ confirms her/ his dependant family members
- 6. Pass Clerk accepts revised Family details of employee

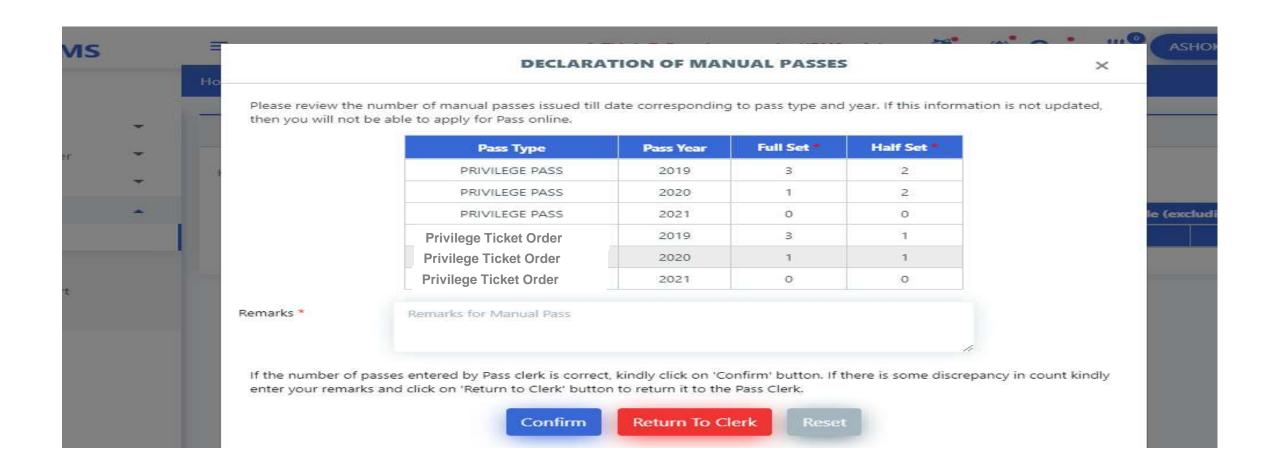
Recording Manual Pass by Pass Clerk



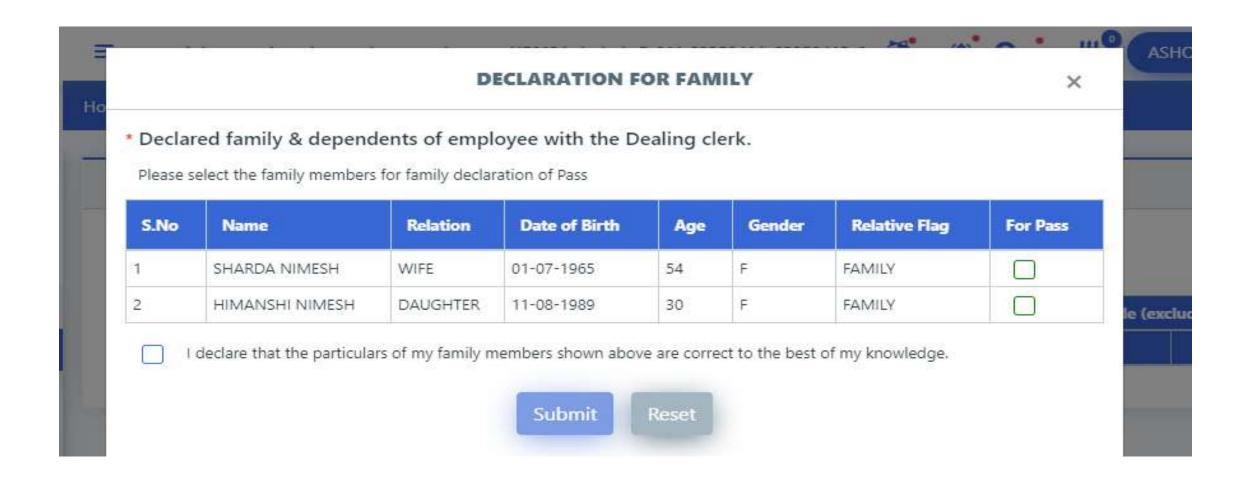
		Avai	led Pass	Pass		ss deducted as enalty	
Pass Type	Pass Year	Full Set	Half Set	surrendered for LTC	Full Set	Half Set	
PRIVILEGE PASS	2019	0	o	0	0	0	
PRIVILEGE PASS	2020	0.0	0		0	0	
Privilege Ticket Order	2019	0	0		0	0	
Privilege Ticket Order	2020	0	0		0	0	



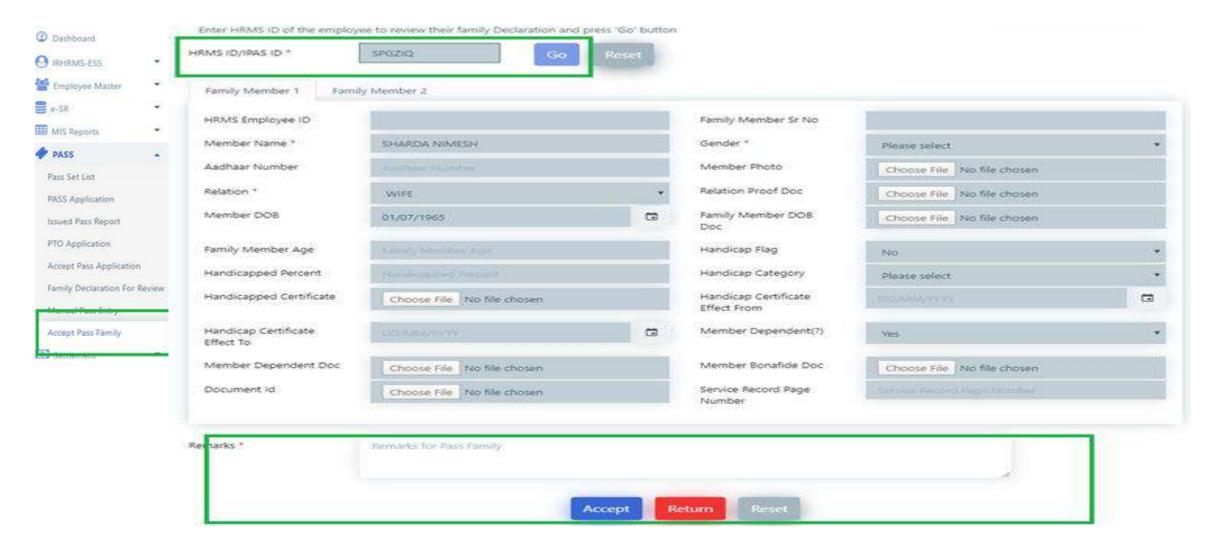
Verification of Recorded Pass by Employee



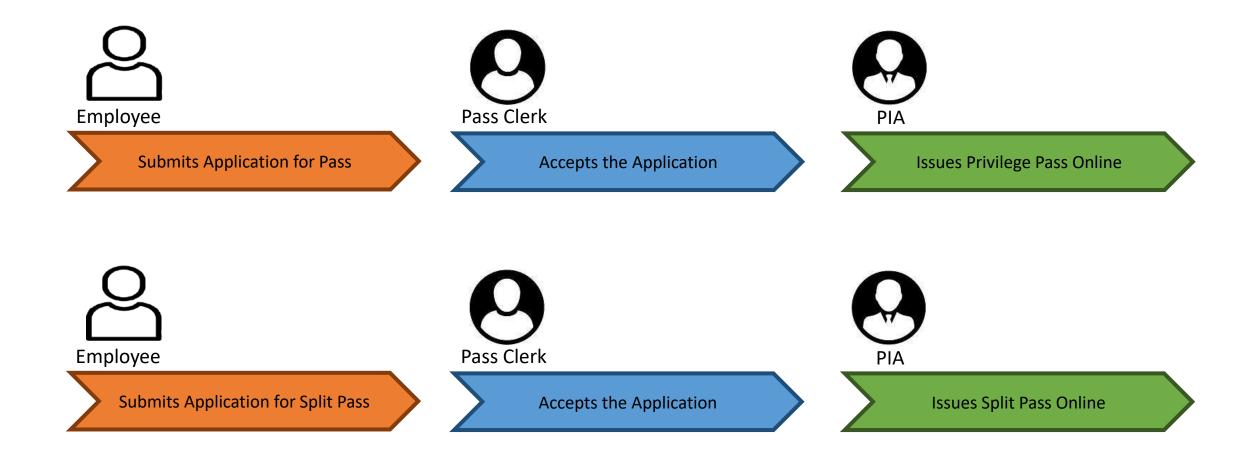
Declaration of Dependent in Family



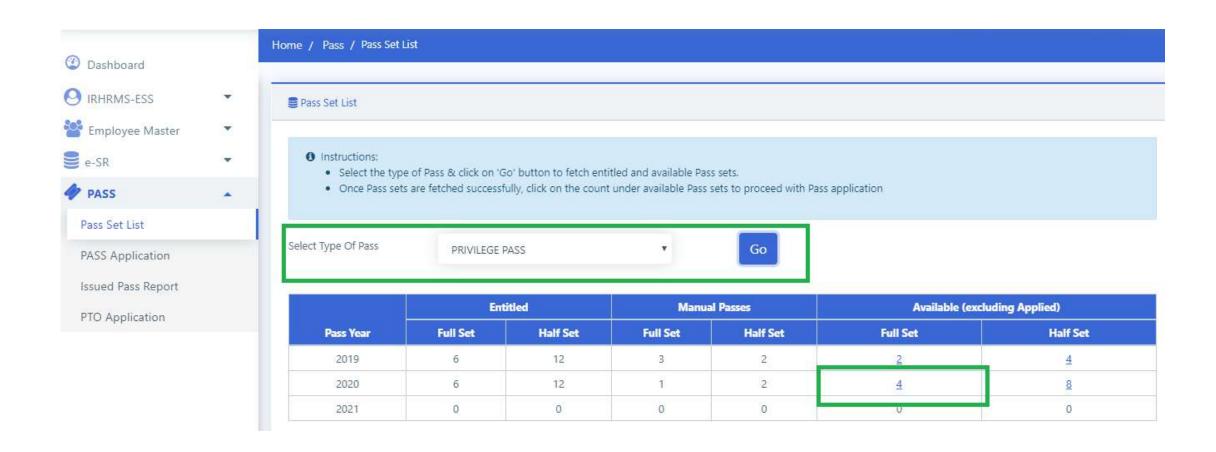
Acceptance of Family Details of the Employee



Issuance of Privilege Pass/PTO & Split Pass



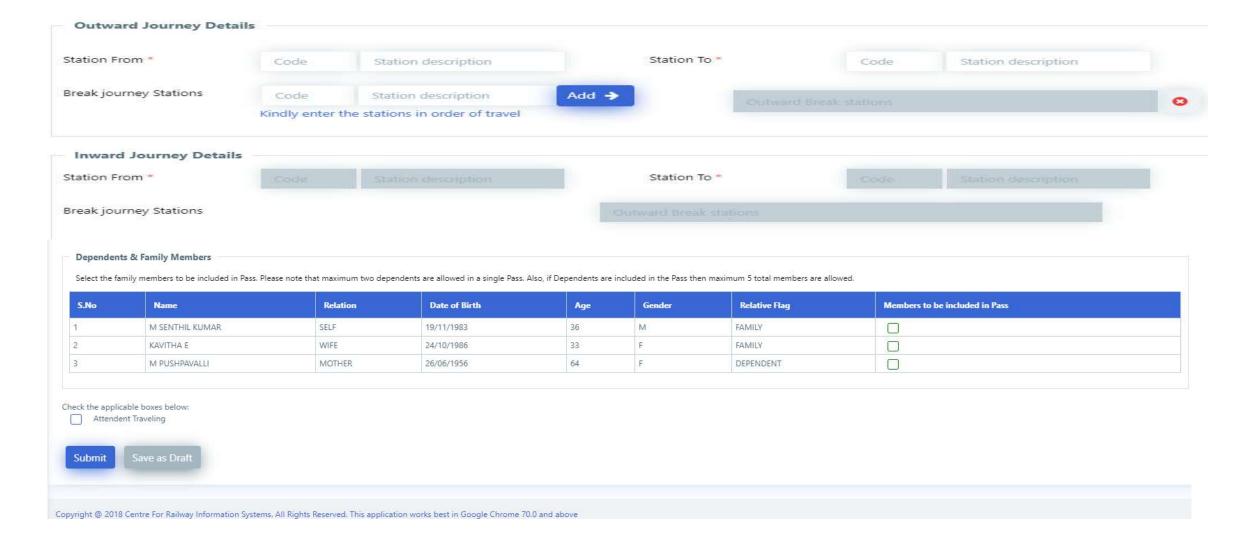
Selecting Pass Type



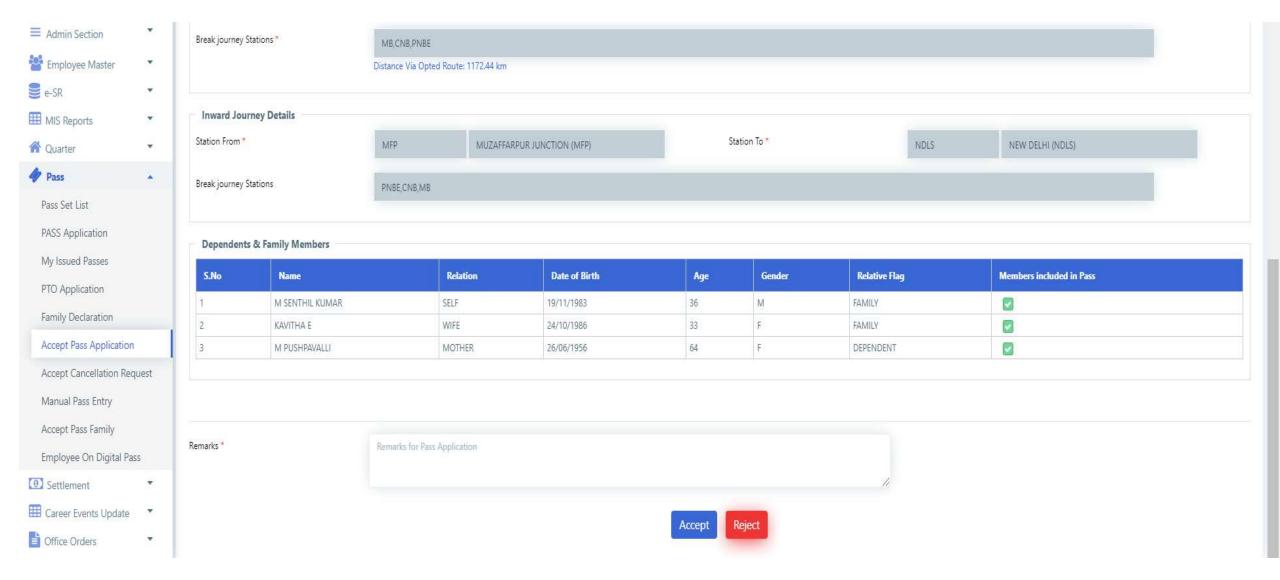
Selecting Pass Application

List of Full Set Pass Applications for the year: 2020 Click on a icon to edit existing Pass application(s) or fill **New Application** here. Show entries Search: Edit Delete Full/Half To Station **Break** То **Break** Pass From Pass Pass From Year Set Application Type Station (Outward) Station Station Journey Journey Stations (Inward) Stations Number (Outward) (Inward) (Outward) (Inward) No data available in table Previous Next Showing 0 to 0 of 0 entries

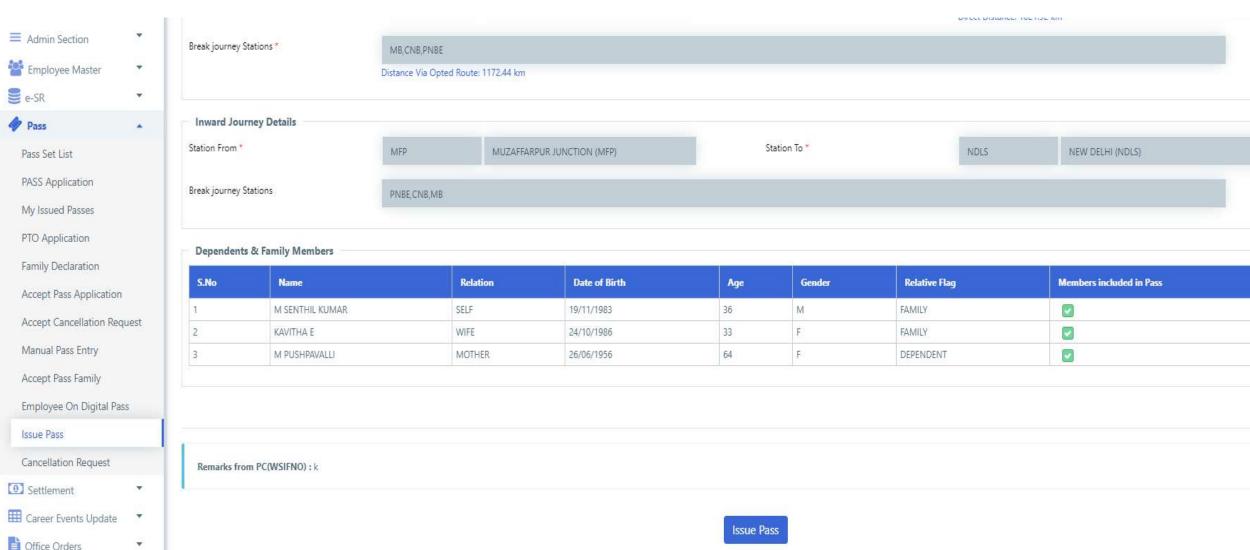
Pass Application



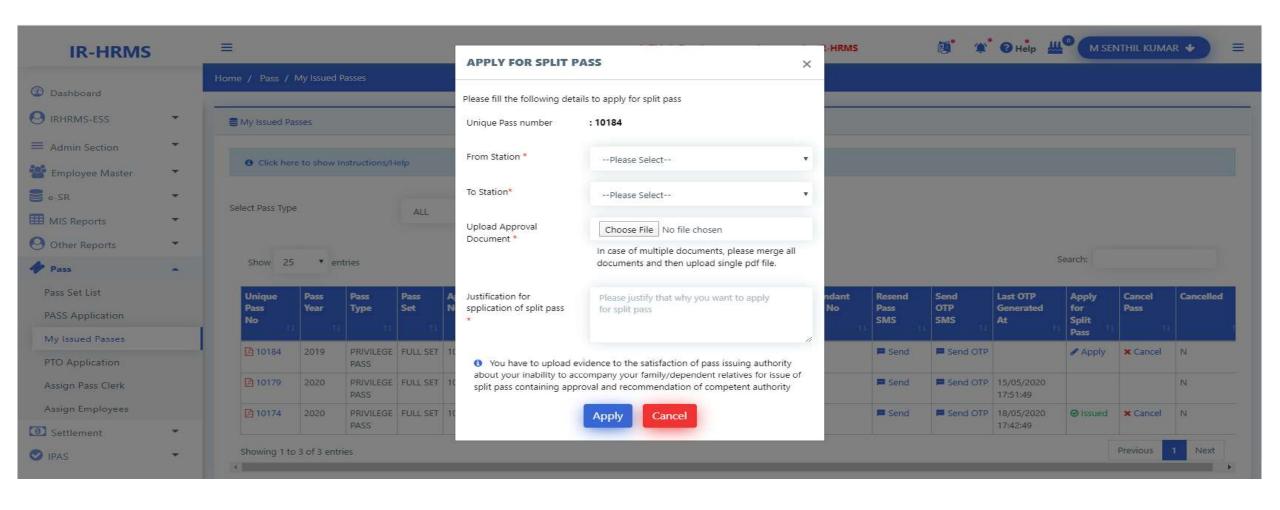
Accept Pass Application by Pass Clerk



Issue Pass by PIA

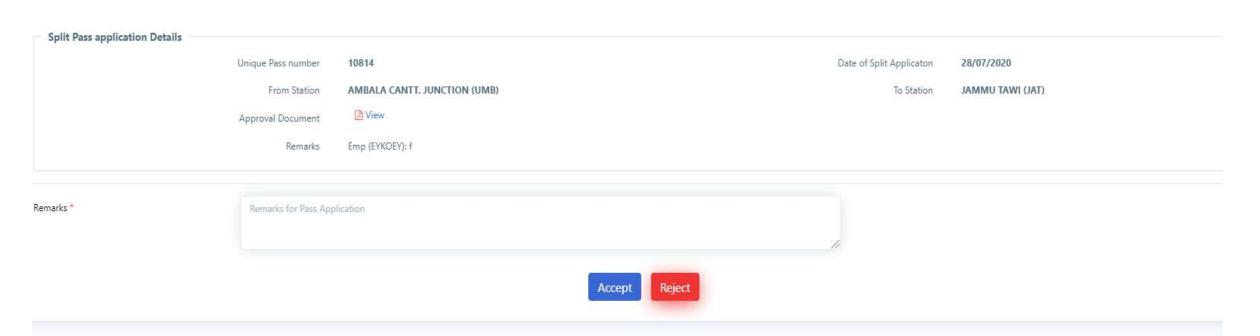


Apply for Split Pass by Employee

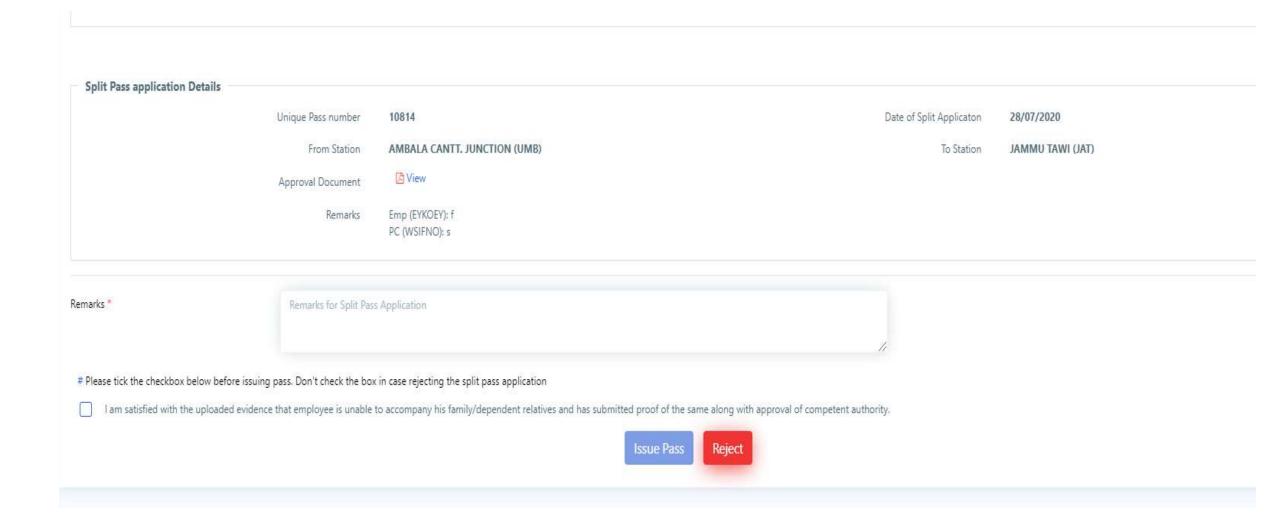


Accept Split Pass by Pass Clerk

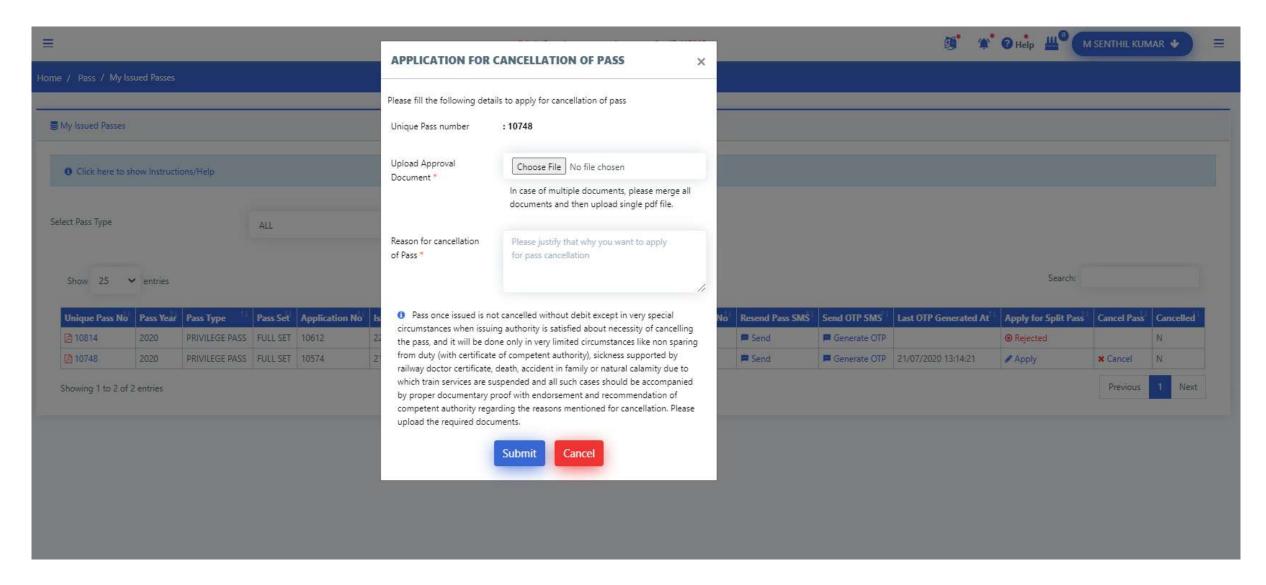




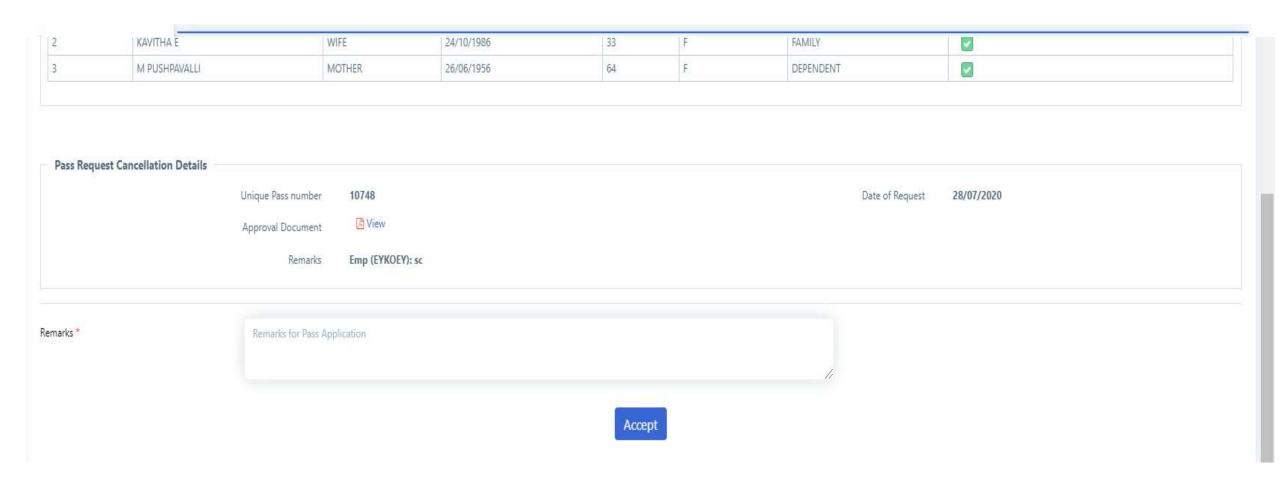
Issue Split Pass by PIA



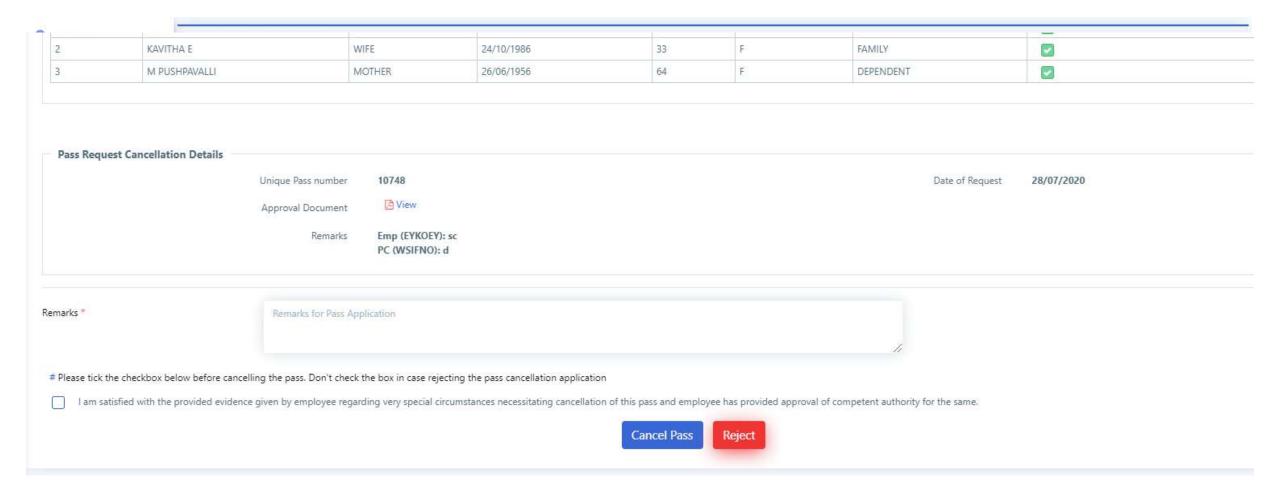
Pass Cancellation Request



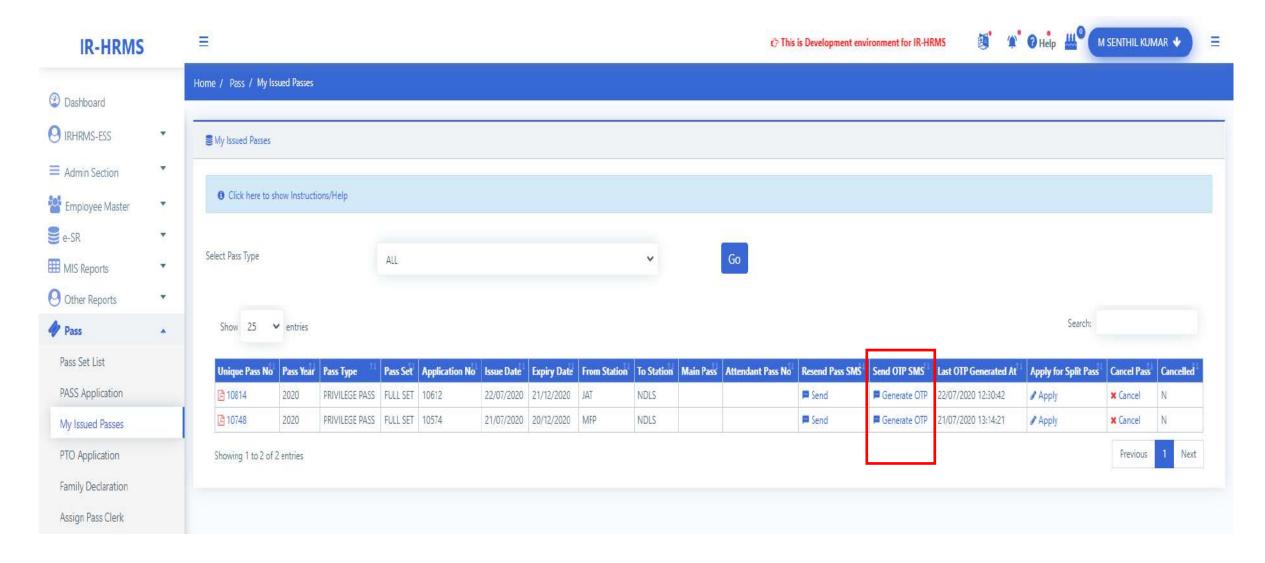
Acceptence/Rejection of Pass Cancellation Request



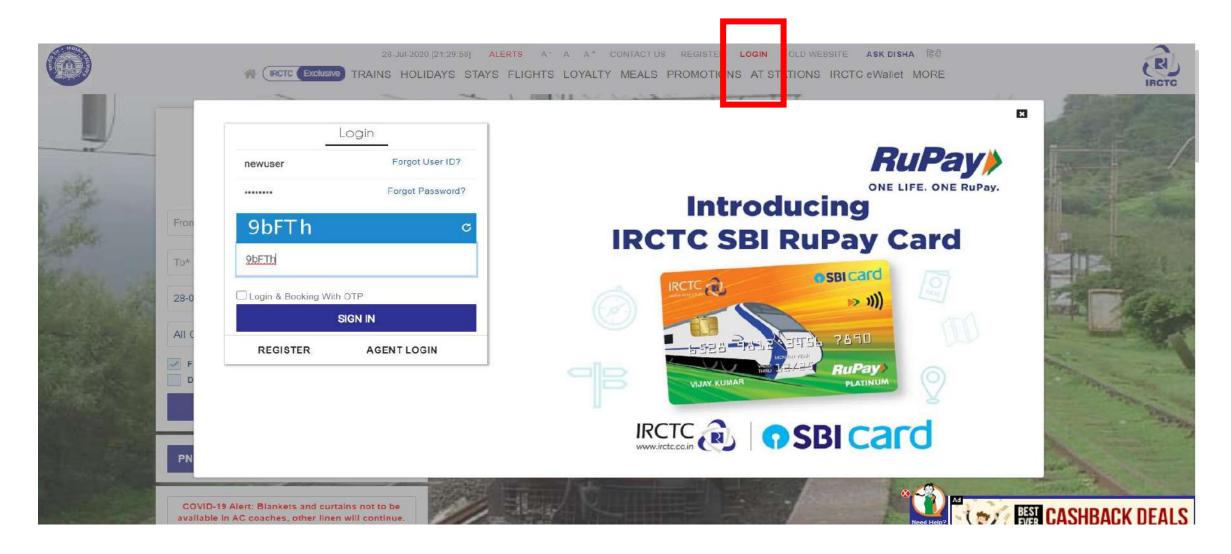
Pass Cancellation By PIA



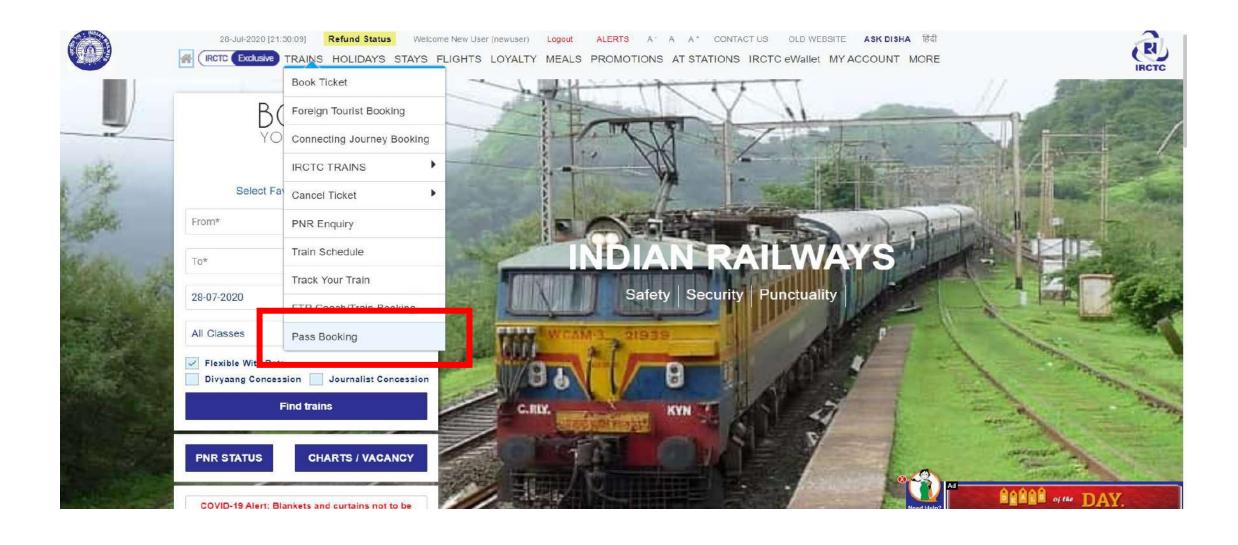
OTP for Ticket Booking



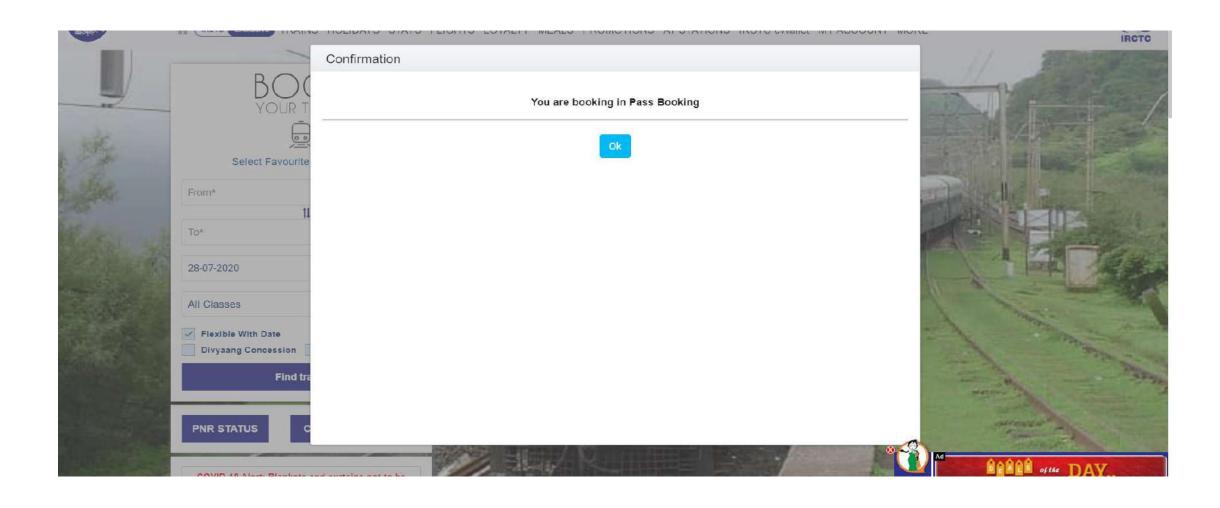
IRCTC Login



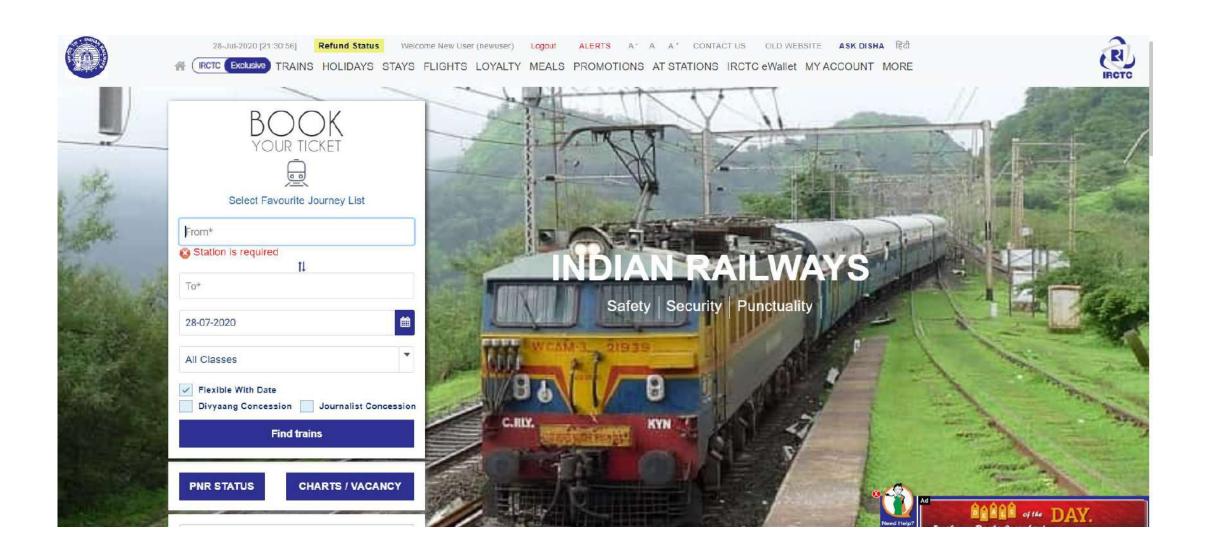
e-Pass Booking Option



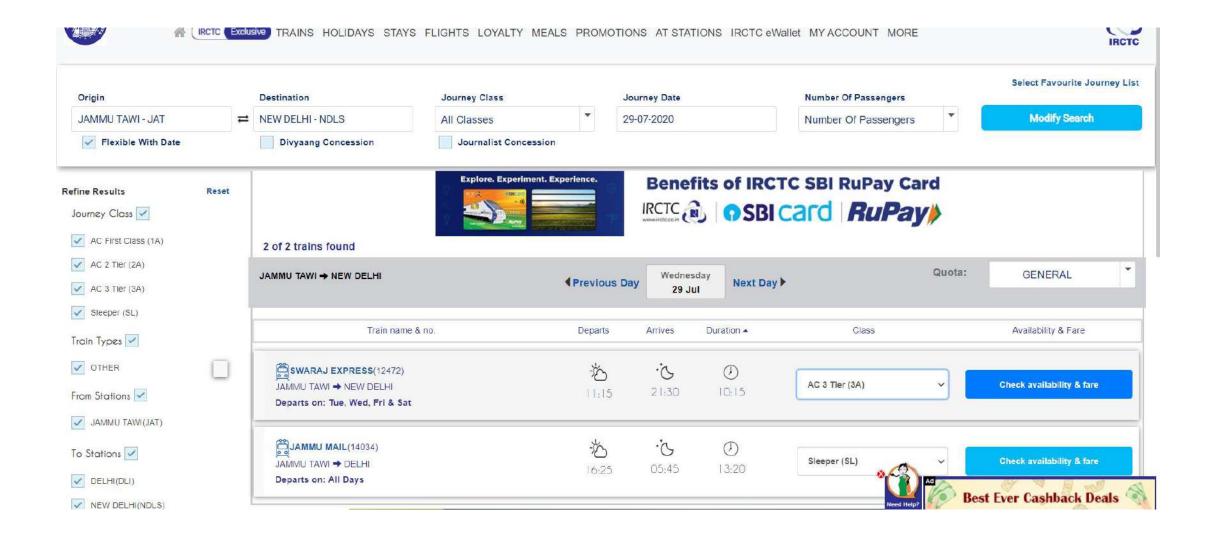
e-Pass Booking Comfirmation



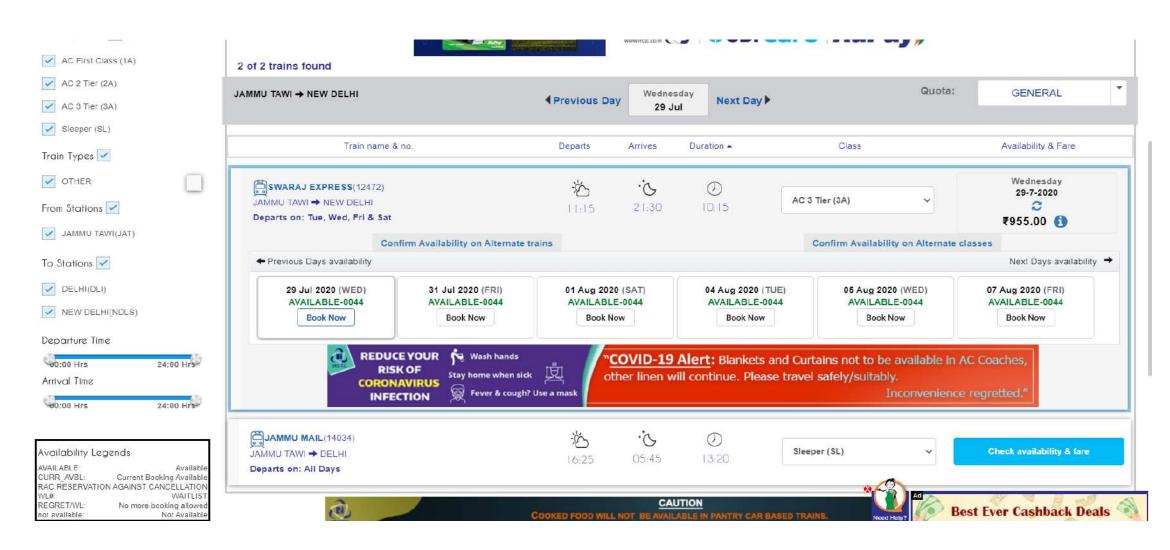
From & To Station Selection



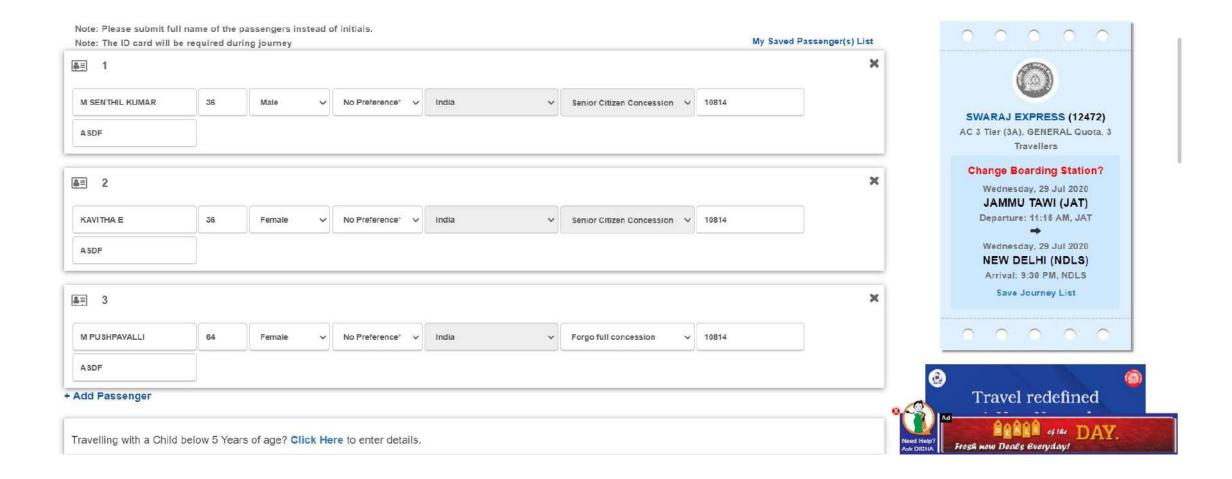
Train and Berth Class Selection



Journey Date Selection



Passenger and e-Pass Details



Mobile Number and Address

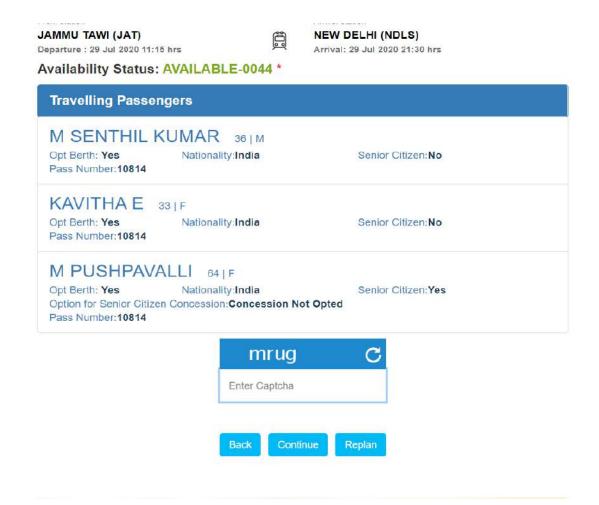
Do you want to take Travel Insurance (₹0.49/person)? Yes and I accept the terms & conditions No							
GST Det	ails (Optional)	GST Identification Number(GSTIN)				
Your Destination Address	ss						
FLAT NO 343	3RD 3RD		FLOOR		110021		
DELHI South West Delhi V		Chanakya Puri S.O					
				2			
Email: newuiintl@gmail.com Ticket details will be sent to this email			ISD-Mol	bile Number: 91	09971117166		
			SMS will be sent to this number				
				Please enter a va	lid mobile number		
Please select the payme	ent mode to proceed						
Pay through Credit & Delivery and Others		○ Pay through BHIM/UPI Convenience Fee: ₹20/- + GST					
Bonitery and Carons	Convenience Fee: ₹30/- + GST				Convenience Fee. 1207 - 031		





Continue

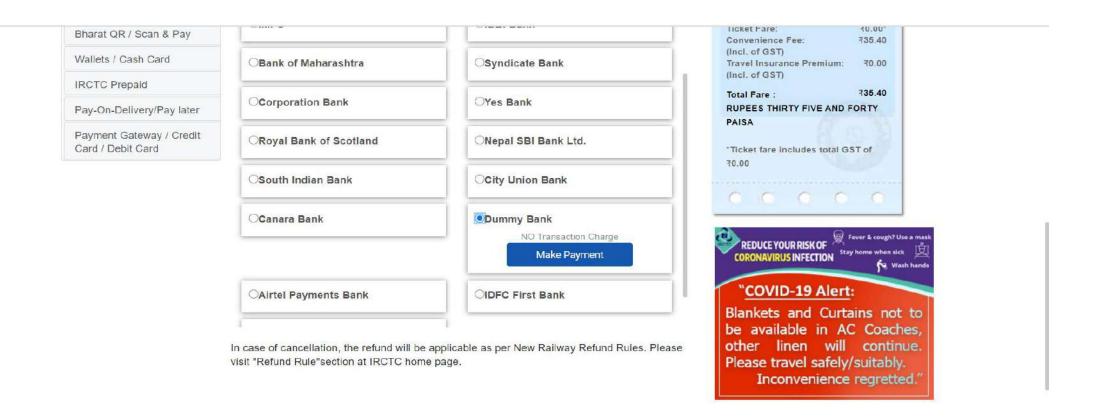
Passenger Detail Confirmation







Payment Mode



Booked Ticket PNR Detail

Note: Departure Time and Arrival Time displayed are liable to change. Please check correct departure & arrival time from Railway Station Enquiry, Dial 139 or SMS RAIL to 139.





Scan code to view and save ticket on your mobile

Print Ticket(English)

Print Ticket(Hindi)

Book Return/Onward Ticket

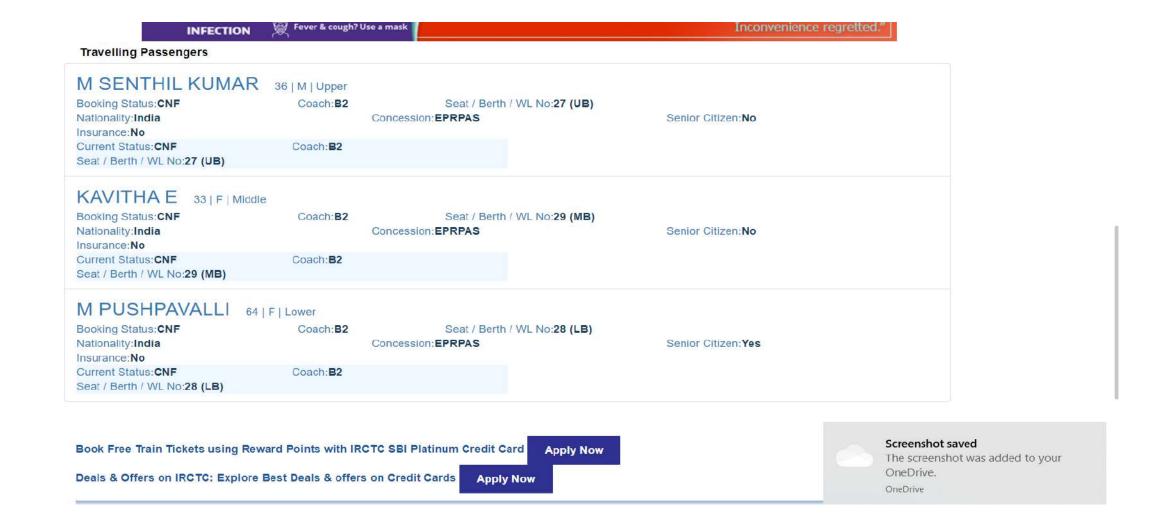
Book Another Ticket



Travelling Passengers



Booked Ticketed Passengers Detail



Thank You