

# **EASTERN RAILWAY**

## **HRMS**

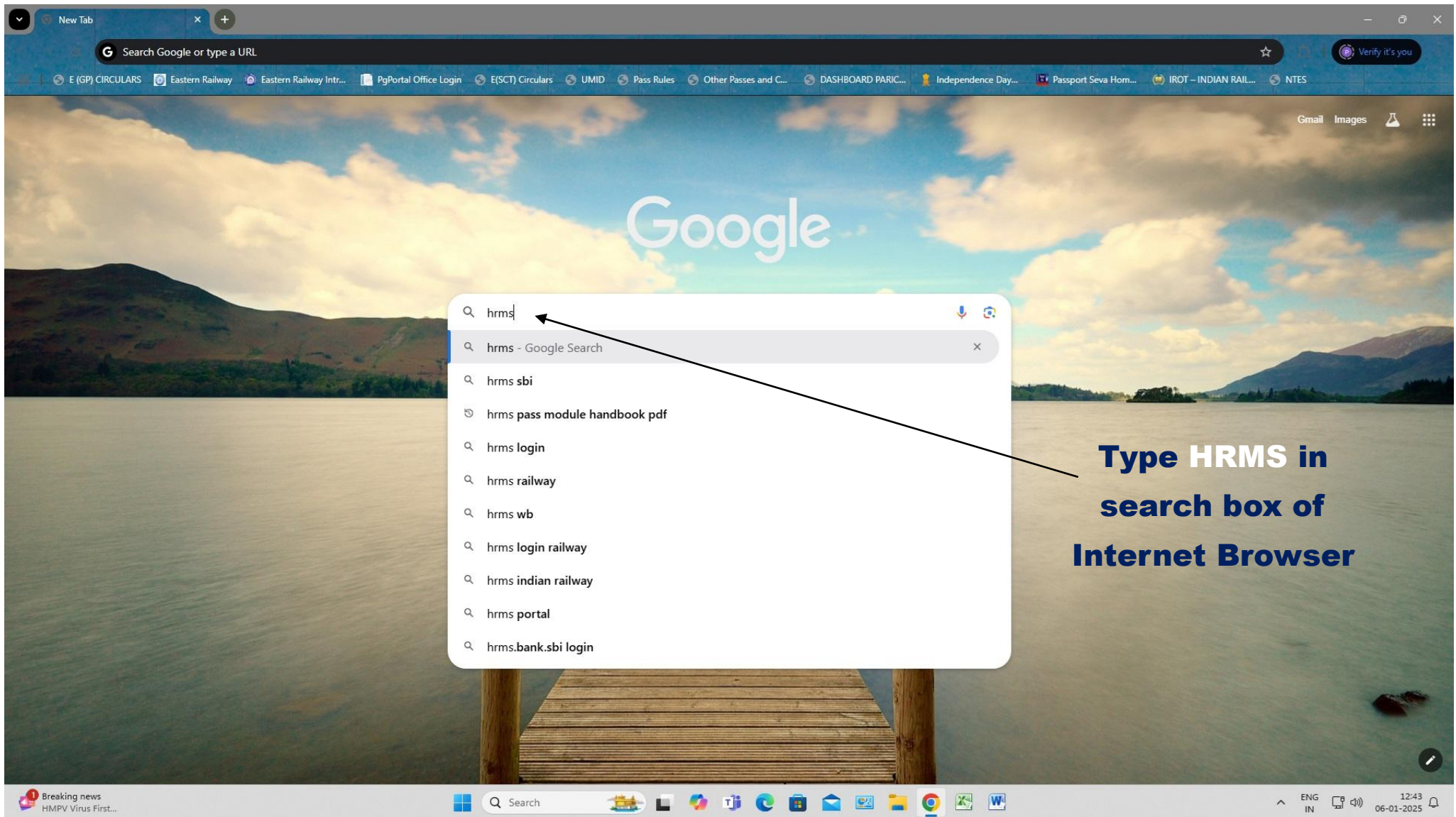
### **HANDBOOK FOR OPENING POST RETIREMENT COMPLIMENTARY PASS (PRCP) Account**

#### **FOR RETIRED EMPLOYEES**

**N.B.**

- 1. This Handbook Is A Step By Step Guidance For Opening PRCP Account By Employees Retired In The Period Upto 30.09.2020.***
- 2. For Employees Retired On Or After 31.10.2020, This Handbook Is A Refresher For Them. Step – 10 Onwards.***
- 3. This Handbook Has Been Prepared Keeping In View The System Existing As Of Now. Any Changes In The Procedure Will Be Available On Eastern Railway's Website - [Https://Er.Indianrailways.Gov.In](https://Er.Indianrailways.Gov.In)***

## Step -1



## Step - 2

hrms - Google Search

google.com/search?q=hrms&oq=hrms&gs\_lcrp=EgZjaHJvbWUyDAGAEUYORixAxiABDINCAEQABiDARixAxiABDIKCAIQABixAxiABDIKCAMQABixAxiABDIHCAQQABiABDINCAUQABiDARixAxiABDIKCAyQABixAxiABDIKCAcQABixAxiABDINCAgQA...

Google

hrms

All Images Videos News Shopping Maps Web More Tools

Indian Railway Passenger Reservation Enquiry  
https://hrms.indianrail.gov.in > HRMS > login  
**Login - Indian Railways HRMS**  
Need Help for Login? Forgot Password? Retired Employee Registration, Notices ...

English  
Login to your Account. Please enter HRMS Employee ...

लॉगिन  
लॉग इन, अपने अकउन्ट में प्रवेश करें. Please enter ...

More results from indianrail.gov.in »

See results about

Human resource management s...  
Software category

Human resource management  
Human resource management is the strategic and coherent ...

**Click on 'Login- Indian Railways HRMS' option.  
(https://hrms.indianrail.gov.in)**

HRMS Odisha  
https://apps.hrmsodisha.gov.in

Welcome to HRMS Odisha  
Please Submit your Annual Property Statement Report for the year 2024 by 31.01.2025. (Ref: GA & PG Deptt Letter No.1666/SE ...)

HRMS Haryana  
https://hrmshry.nic.in

HRMS Haryana :: Login  
18 Sept 2020 — (a) Login with checker. Go to Transaction --> Update Service Status --> Update Service Status. Update the service status to "Resigned / Govt.

HRMS Karnataka  
https://hrms.karnataka.gov.in · Translate this page

HRMS-Login  
ಭದ್ರತಾ ಎಚ್ಚರಿಕೆ: "hrms\_admin@karnatak.gov.in" ಎಂಬುದು ಸ್ಕ್ಯಾಮ್ ಮೇಲ್ ಐಡಿ. ಮೇಲ್ ಸ್ವೀಕರಿಸಿದ್ದರೆ ದಯವಿಟ್ಟು ಅನುಮಾನಾಸ್ಪದ ಲಿಂಕ್‌ಗಳು ಅಥವಾ ಲಗತ್ತುಗಳ ಮೇಲೆ ಕ್ಲಿಕ್ ಮಾಡಬೇಡಿ. HRMS ಇಲಾಖೆಯು...

Nifty midcap -2.03%

Search

ENG IN 12:46 06-01-2025

## Step - 3

**Human Resource Management System**

Welcome to HRMS Application  
for Indian Railways

Version: 3.1.3.3 : Host : pcphrmsapp040.cloud.cris.in  
Languages : English हिन्दी  
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**Login**  
Login to your Account

Username

Password

captcha

Login

[Click here to access APAR Module](#)

[Need Help for Login?](#) [Forgot Password?](#)

[Retired Employee Registration](#) [Notices](#)

**Click on 'Retired Employee Registration'**



## Step - 4

The screenshot shows the 'RETIRED EMPLOYEE REGISTRATION' window on the HRMS login page. The window contains the following elements:

- Header:** RETIRED EMPLOYEE REGISTRATION
- Instructions:** Enter your PPO Number, Date of Birth and click on 'Go' button
- Form Fields:**
  - PPO Number\* (text input)
  - Date Of Birth\* (date picker)
  - CAPTCHA (m5g5b)
- Buttons:** Go (blue), Close (red)
- Registration Fields:** HRMS ID/ Login ID, Designation, Employee Name, Mobile Number
- Note:**
  - Enter your PPO Number, Date of Birth & Name and click on 'Go' button to check your details
  - If user is not registered in HRMS and mobile number is not correct and showing 0:
    - Click on 'Register'
    - Enter 10 digit Mobile Number. Click on Send OTP
    - The Mobile Number will be Submit After entering the correct OTP to register yourself in HRMS
  - If user is not registered in HRMS and mobile number is correct:
    - Click on 'Register' button
    - Enter Same 10 digit Mobile Number . Click on Send OTP
    - An OTP will be sent to your mobile number, enter that OTP to register yourself in HRMS

Annotations on the right side of the image:

- Enter your ;
- PPO Number, Date Of Birth followed by entering CAPTCHA code appearing in box alongside.
- Then click on GO


Page Information:

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- Languages : English हिन्दी
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## Step - 5

Login

https://hrms.indianrail.gov.in/HRMS/login




 **Human Resource Management System**

Welcome to HRMS Application  
for Indian Railways

**RETIRED EMPLOYEE REGISTRATION**

Enter your PPO Number, Date of Birth and click on 'Go' button

PPO Number\*  Date Of Birth\*

**Go**

HRMS ID/ Login ID  Employee Name

Designation  Mobile Number

**Register**

**Note**

- Enter your PPO Number, Date of Birth & Name and click on 'Go' button to check your details
- If user is not registered in HRMS and mobile number is not correct and showing 0:
  - Click on 'Register'
  - Enter 10 digit Mobile Number. Click on Send OTP
  - The Mobile Number will be Submit After entering the correct OTP to register yourself in HRMS
- If user is not registered in HRMS and mobile number is correct:
  - Click on 'Register' button
  - Enter Same 10 digit Mobile Number . Click on Send OTP
  - An OTP will be sent to your mobile number, enter that OTP to register yourself in HRMS

**Close**

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Languages : English हिन्दी  
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**Know your HRMS ID/Login ID and check Designation, Employee Name & Mobile Number as appearing here.**

## **On knowing your HRMS ID, following documents may be submitted to your Pass Section**

### **Self attested documents (One copy each)**

1. Photo (Self, Family Members & Dependent)
2. Copy of Service Certificate.
3. Copy of Form-6.
4. Previous Pass (original) or, else a Self Declaration addressed to Secretary to GM.
5. Self attested copy of Photo ID Proof (Self & Family Members).
6. Widow Identity Card (only applicable to widow pass).



## EASTERN RAILWAY

TO

**GENERAL MANAGER/PASS/EASTERN RAILWAY/KOLKATA**

APPLICATION FOR UPLOADING DATA FOR ON LINE RETIRED/WIDOW COMPLIMENTARY PASS THROUGH HRMS WHO HAVE RETIRED BEFORE 7<sup>TH</sup> CPC.

**(FILL IN BLOCK LETTER)**

1.	NAME OF EMPLOYEE RETIRED/WIDOW		2.	DIVISION/WORKSHOP/HQ FROM WHICH PASS HAS BEEN TAKEN	
3.	GENDER		4.	SERVICE MORE THAN 20 YEARS	YES/NO
5.	DATE OF BIRTH		6.	DATE OF APPOINTMENT	
7.	DATE OF RETIREMENT		8.	DATE OF DEATH, IN CASE OF WIDOW	
9.	OFFICER TYPE	(GAZ./NON-GAZ.)	10.	EQUIVALENT PAY LEVEL OF 7 <sup>TH</sup> CPC	
11.	PPO NUMBER		12.	PRESENT RESIDENTIAL ADDRESS	
13.	PAN NUMBER		14.	OLD PPO NUMBER, IF ANY	
15.	AADHAR NUMBER		16.	DEPARTMENT & STATION WHERE SERVED	
17.	POST HELD ON RETIREMENT		18.	SERVICE CESSATION DATE	
19.	SERVICE CESSATION REASON		20.	MOBILE NUMBER	

### DEPENDENT AND FAMILY MEMBERS

SL NO.	NAME	RELATION	DOB	GENDER	AADHAR NO.	DEPENDENT	DEPENDENCY REASON	SUPPORTING DOCUMENTS	VALID UPTO	HANDICAPPED CATEGORY, IF YES
						YES/NO				

ENCLOSURE :

- 1) PHOTO-SELF & FAMILY MEMBERS
- 2) COPY OF SERVICE CERTIFICATE
- 3) COPY OF FORM-6
- 4) PREVIOUS PASS (ORIGINAL)/SELF DECLARATION
- 5) COPY OF PHOTO ID PROOF(SELF & FAMILY MEMBERS)
- 6) COPY OF RETIRED/WIDOW IDENTITY CARD

SIGNATURE OF THE APPLICANT  
NAME :  
CONTACT NO.  
PASS ACCOUNT/CARDEX NO.





सं० / No. **35985**

पूर्व रेलवे  
EASTERN RAILWAY

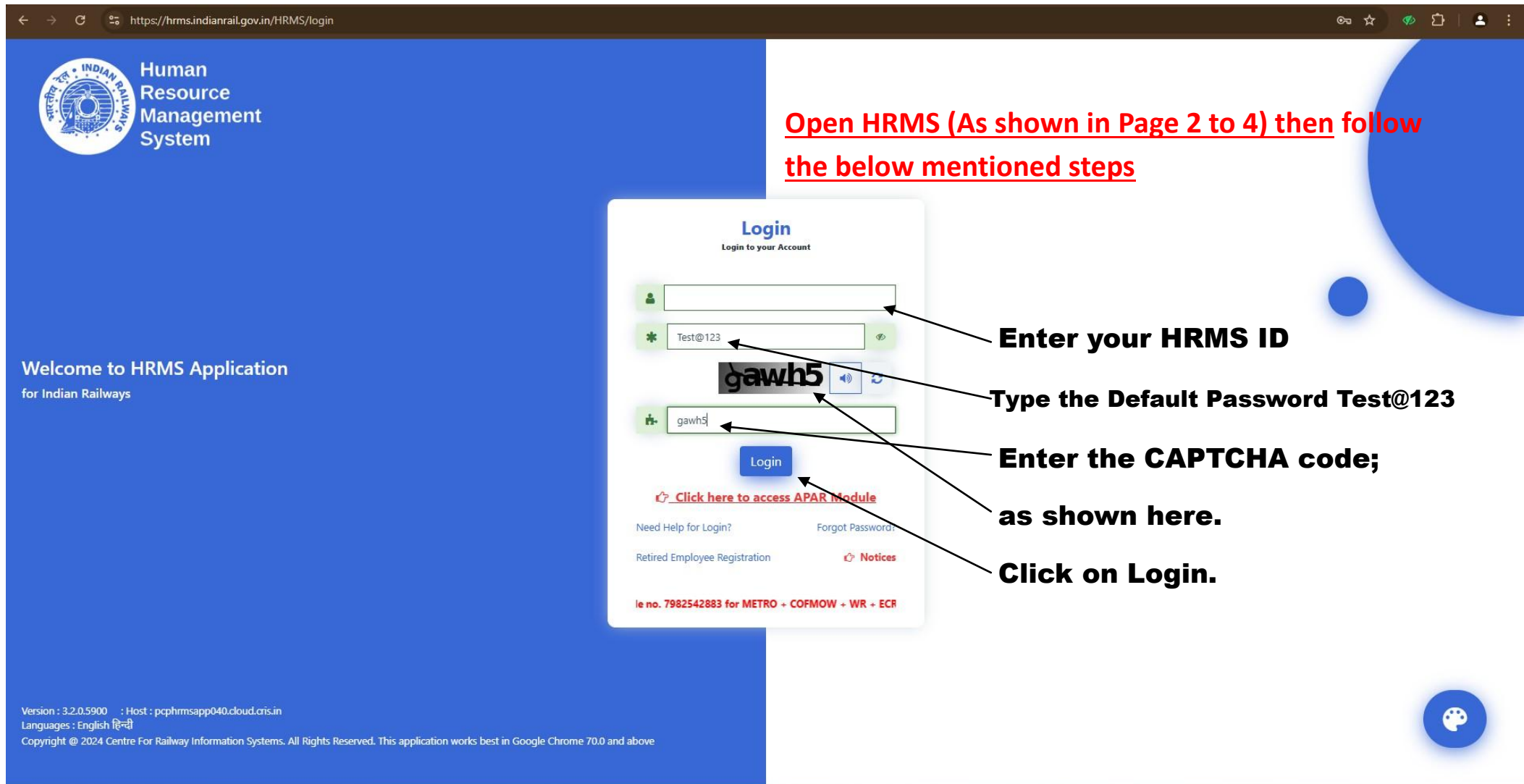
रेलवे कर्मचारियों की विधवाओं  
के लिए  
मानार्थ पास

COMPLIMENTARY PASSES  
FOR  
WIDOWS OF RAILWAY  
EMPLOYEES

- **On receiving above documents Pass Section will begin the process of activating your PRCP Account.**
- **Once PRCP Account is activated you will login following steps as shown in the next page.**
- **The retired employees who already know their HRMS ID and Password may follow from Page – 15 (Step – 10)**

## Step - 6

Open HRMS (As shown in Page 2 to 4) then follow the below mentioned steps



The screenshot shows the HRMS login page. On the left, there is a blue header with the Indian Railways logo and the text "Human Resource Management System". Below this, it says "Welcome to HRMS Application for Indian Railways". At the bottom left, there is version and copyright information. On the right, there is a white login box titled "Login" with the subtitle "Login to your Account". The login box contains three input fields: a username field (with a green person icon), a password field (with a green asterisk icon and a toggle eye icon), and a CAPTCHA field (with a green person icon). The CAPTCHA text is "gawh5". Below the input fields is a blue "Login" button. There are also links for "Click here to access APAR Module", "Need Help for Login?", "Forgot Password?", "Retired Employee Registration", and "Notices". At the bottom of the login box, it says "le no. 7982542883 for METRO + COFMOW + WR + ECR".

**Enter your HRMS ID**


**Type the Default Password Test@123**

**Enter the CAPTCHA code; as shown here.**

**Click on Login.**

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## Step - 7



**Human  
Resource  
Management  
System**

Welcome to HRMS Application  
for Indian Railways

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Languages : English हिन्दी  
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<https://hrms.indianrail.gov.in/HRMS/otp#>



LOCKED

Enter your OTP to Unlock

Your last login OTP was sent on :  
Mobile No : 96\*\*\*\*\*26  
• Dated : 16-01-2025 14:51:15  
• Valid upto : 16-01-2025 23:59:59

To Resend OTP [Click Here](#)  
To receive OTP on email [Click Here](#)


**Verify OTP**

[Notices / Helpdesk](#)

MS Helpdesk Mobile no. Zone wise Helpdesk Mobile N

**Enter the OTP as received in your  
registered mobile number**

**Click on Verify OTP**





## Step - 8

Change Password

Your Last Password was reset by system. Please create a New Password of your choice

Employee Name\*

Employee No\*

Current Password\*

New Password\*

Confirm Password\*

Change

Test@123

\*\*\*\*\*

\*\*\*\*\*

Your Password is Strong

### PASSWORD POLICY

- Your password should be minimum 8 characters and maximum 15 characters long.
- Your password should contain at least 1 upper case letter, 1 lower case letter, 1 digit/number and 1 special character (out of !, @, #, \$, %, &, \*).
- You can not repeat previously used 2 passwords.
- Following cannot be part of your password : "HRMS", "IRHRMS", "TEST", "123", "1234", "12345".

**Enter Test@123**

**Enter the New Password as per Password Policy**

**Confirm your New Password.**

Copyright © 2020 All Rights Reserved by HRMS

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## Step - 9


The screenshot displays the IR-HRMS dashboard interface. On the left is a sidebar menu with options like Dashboard, Vivek portal, Cadre Management, On Boarding, Leave Management, Employee Service Record, Organizational Hierarchy, Transfer (marked as New), Employee Self Service (ESS), and Leave Management. The main content area shows a user profile section with fields for Level and Bill Unit, and an 'Important' notice stating 'No Seniority published'. To the right, there's an 'Office Orders' section and a 'Notifications' section. A user profile dropdown menu is open in the top right corner, showing options: Profile, Change Password, and Logout. Two arrows point from text instructions to this menu: one to the user's name and another to the Logout option.

**Click on name appearing here**

**Then Click on Logout**

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## Step - 10



Human  
Resource  
Management  
System

Welcome to HRMS Application  
for Indian Railways

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Languages : English हिन्दी  
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**Login**  
Login to your Account

Username

Password

captcha

Login

[Click here to access APAR Module](#)

[Need Help for Login?](#) [Forgot Password?](#)

[Retired Employee Registration](#) [Notices](#)

out to HRMS helpdesk:- Please Note : There are change

**Now Login to your HRMS Account using your**

**HRMS ID;**


**New Password &**

**Captcha;**

**As shown here.**

**Click on Login**


## Step - 11



Human  
Resource  
Management  
System

Welcome to HRMS Application  
for Indian Railways

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Languages : English हिन्दी  
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<https://hrms.indianrail.gov.in/HRMS/otp#>



LOCKED

Enter your OTP to Unlock

Your last login OTP was sent on :

- Mobile No : 96\*\*\*\*\*26
- Dated : 16-01-2025 14:51:15
- Valid upto : 16-01-2025 23:59:59

To Resend OTP [Click Here](#)  
To receive OTP on email [Click Here](#)


Verify OTP

[Notices / Helpdesk](#)

MS Helpdesk Mobile no. Zone wise Helpdesk Mobile N

**Enter the OTP as received in  
your registered mobile number**

**Click on Verify OTP**





## Step - 12

The screenshot displays the IR-HRMS web application interface. The top navigation bar includes the logo, a search menu, and a user profile section with links for Role-E/, Help, and FAQ. The main content area is divided into three sections: a central dashboard with a card showing 'Level-' and 'Bill Unit - , PIA - ()', an 'Office Orders' section, and a 'Notifications' section. The left sidebar contains a list of menu items: Dashboard, Vivek portal, Cadre Management, On Boarding, Leave Management, Employee Service Record, Organizational Hierarchy, Transfer (marked as New), Employee Self Service (ESS), Leave Management, Admin Section, Pass, Settlement, and Training Module. An arrow points from the text 'Click on Pass' to the 'Pass' menu item.

IR-HRMS

Home / Dashboard

search menu..

Dashboard

Vivek portal

Cadre Management

On Boarding

Leave Management

Employee Service Record

Organizational Hierarchy

Transfer **New**

Employee Self Service (ESS)

Leave Management

Admin Section

Pass

Settlement

Training Module

Level-

Bill Unit - , PIA - ()

**Important**

No Seniority published

Office Orders

Notifications

**Click on Pass**

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## Step - 13

The screenshot displays the IR-HRMS dashboard interface. The top navigation bar includes the logo, a search menu, and various utility icons. The left sidebar lists several modules, with the 'Pass' module currently selected and expanded. The main content area shows a user profile card, an 'Important' notification about seniority, and sections for 'Office Orders' and 'Notifications'. A red arrow points from the text 'Click on Apply for e-Pass/e-PTO' to the 'Apply for e-Pass/ e-PTO' option in the sidebar.

**IR-HRMS**

Home / Dashboard

search menu..

- Dashboard
- Vivek portal
- Cadre Management
- On Boarding
- Leave Management
- Employee Service Record
- Organizational Hierarchy
- Transfer **New**
- Employee Self Service (ESS)
- Leave Management
- Admin Section
  - Pass**
    - Apply for e-Pass/ e-PTO
    - My Issued Passes
    - Data Verification
    - Edit my details
    - Retired PWD Companion Declaration
  - Settlement
  - Training Module

**Important**  
No Seniority published

**Office Orders**

**Notifications**

**Click on Apply for e-Pass/e-PTO**

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## Step – 14

**IR-HRMS**

ere are changes in HRMS Helpdesk Mobile no. Zone wise Helpdesk Mo★★★★★

Role-E/ERZNewHelpFAQ

Home / Pass / Apply for e-Pass/e-PTO

**Apply Pass/PTO****My Issued Passes****Applications List****Entitlement****Family Declaration****PWD Declaration**

**Apply for e-Pass/e-PTO**

**Instructions:**

- Select the type of Pass to fetch entitled and available Pass sets.
- Once Pass sets are fetched successfully, click on the 'Apply/View' under available Pass sets to proceed with Pass application

⚠️ **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.**

जनरेट बटन क्लिक करने पर, पास/पीटीओ आवेदन पास क्लर्क और पास जारी करने वाले प्राधिकारी को नहीं भेजा जाएगा और पास/पीटीओ स्वचालित रूप से और तुरंत उत्पन्न हो जाएगा। कृपया आवेदन करने से पहले विवरण सावधानीपूर्वक भरें।

Select Type Of Pass

--Please Select--

Pass Year	Entitled Pass		Manual Aailed Passes / DAR Cases / LTC		Available (excluding Applied)	
	Full Set	Half Set	Full Set	Half Set	Full Set	Half Set

**After your account is fully functional, you may choose type of e-Pass (PRCP/Widow) by clicking here.**

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