# Government of Maharashtra

## CIRCULAR

The Indian Railways have commenced EMU services for Mumbai and the MMR region on the Central and Western Railway for essential services only.

A QR code based E-Pass (Electronic Pass) is now mandatory for all essential category staff (As per Divisional Railway Managers Office Letter No C/25/BKG/2014-Vol –IV dated 1.07.2020 regarding consolidated list of essential services staff permitted to travel by EMU Trains) in order to be able to travel by local trains. An Electronic QR based e-pass along with a valid railway ticket is mandatory to travel in the local suburban services from 30<sup>th</sup> July, 2020.

The process of generating such a pass is envisaged in two stages –

**Stage 1**

1.  The HR head of each organisation may depute authorised personnel with an list of their employees in soft and hard copy with basic individual information. The standard format in which data has to be provided is enclosed as Annexure 1.

    The said information has to be provided in soft copy as well as hard copy by the above authorised personnel to -

**Name** : Shri Pramod Sawant / Shri Devansh Shukla / Shri Jyotimani

**Address** : Technology Cell, 5th floor, New Administration Building, CP office compound, Dr. D.N. Road, Opp. Crawford Market, Mumbai 400001.

**Contact Number** : 8828119706

**Working Days between 10.00 hrs to 18.00 hrs. from 16/07/20- 27/07/20**

2.  Also the name and contact details of a Nodal Officer is to be given by each organization and send by the above authorized personnel so as to facilitate him/her to act as a final approver of the organization's QR code based E-Pass. A sealed envelope containing the user name and password (which can be later changed) shall be sent to the contacts of the above nodal officer.

3.  Once the information is registered as above (3) (i) in "QR code application" an SMS along with a web link would be sent on the phone no. of the employee, as mentioned against the

name of each staff, whereupon the employee shall add more details by clicking on the web link and submit the form to his nodal officer, for approval.

**Stage 2**

4. On receipt of the form submitted by the employee to the nodal officer of the organization, the nodal officer shall decide upon approval of the same by logging in to the web portal using the user name and password already provided. The nodal officer may choose to approve the application singularly, or in bulk.

5. Once such an approval is done by the nodal officer, a SMS link will be sent to the employee, who will now be able to download his QR code e-pass using the same.

(Sanjay Kumar)
Chief Secretary

Copy to:

1. The Secretary to Hon Governor, Raj Bhavan, Mumbai
2. The Registrar, High Court of Bombay
3. Add. Chief Secretary/ Principal Secretary/ Secretary (All), Mantralaya, Mumbai
4. The Director General of Police, Maharashtra State, Mumbai
5. The Commissioner of Police, Mumbai
6. The General Manager, Western/ Central/ Konkan Railways
7. Municipal Commissioners (MMR Region)
8. District Collectors (All)
9. The Chairman/ Managing Director, Central Government Public Sector Undertakings etc, Mumbai (All)
10. The Head of Departments, All Central Government Departments, Mumbai
11. The Chairperson, Nationalised Banks (All), Mumbai
12. The Dean, Government Hospitals (All)

# SOP for Data Entry

| Field Name | Nature | Description |
|---|---|---|
| ID NUMBER | Mandatory | To mention authenticate ID Card Number issued by Organization |
| DESIGNATION | Mandatory | To mention Designation of the Applicant |
| | | e.g. Police Inspector, Office Superintendent, Junior Clerk, Doctor, etc. (**Don't Use Abbreviation**) |
| DEPARTMENT | Mandatory | To mention Department Name in which the Applicant is actually working |
| | | **e.g.** MCGM A Ward, Mumbai Police – Crime Branch, BEST – Colaba Depot, Sir J.J.Hospital, etc. |
| WORK_PLACE_ADDRESS | Mandatory | To mention the Work Place Address of Applicant (**Organization's Address**) |
| WORK_PLACE_STATION | Mandatory | To mention the nearest Railway Station from Work Place of Applicant |
| WORK_PLACE_PINCODE | Mandatory | To mention the Pin code of Work Place |
| NAME | Mandatory | To mention Full Name of Applicant<br><br>In "First Name – Middle Name – Last Name" Format<br><br>Fill in English Language All Capital letters |
| MOBILE | Mandatory | To mention Working Mobile Number of the Applicant<br><br>Mobile Number should be in ten digit(don't mention country code)<br><br>(This Mobile Number must have WhatsApp activated) |

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| **DOB** | Mandatory | To mention the Date of Birth of the Applicant in "DD-MM-YYYY" format |
| **GENDER** | Mandatory | To mention the gender of the Applicant<br><br>e.g. Male / Female / Transgender |
| **WEEK DAYS**<br>• MONDAY<br>• TUESDAY<br>• WEDNESDAY<br>• THURSDAY<br>• FRIDAY<br>• SATURDAY<br>• SUNDAY | Mandatory | Each employee of the organization should mention 0 or 1 in front of his / her column for which time of the week he / she should travel. The number 0 should be used for non-travel and the number 1 should be used for travel. |

| ID Number/ UID | Designation | Department | Work Place Address | Work Place Station | Work Place Pin Code | Name | Mobile No | Date of Birth | Gender | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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