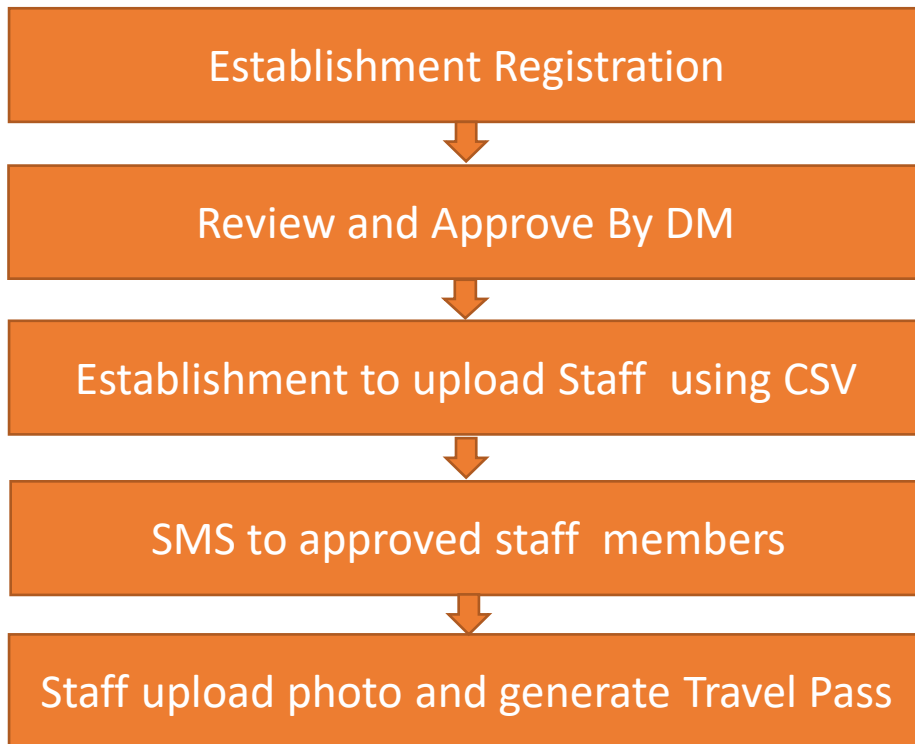


Quick Manual for Universal Travel Pass

Universal Travel pass is web application launched by Disaster Management team of Maharashtra to authenticate urgency of travel during the lock-down or restricted time post lock-down. Various establishments are categorized based on the nature of business and their staff will be allowed to travel during restricted timelines based on guidelines. System generates e-pass for the staff of registered establishments. This e-pass has QR code which can be authenticated by Railway / Bus authority.

Flow for the Establishment registration is as follows



To start with establishment must register on the system. This is one time Activity. While registering, every establishment must provide Single point of contact (called coordinator) to administer the establishment information. This person is responsible for correct information and must approve disclaimer for the same.

Establishment will be approved by Disaster Management authority in district.

On approval, Coordinator can multiple coordinator for his establishment. Coordinator can upload the staff details using excel template provided on site.

After uploading staff information from excel sheet, staff user will get SMS to login to system. Staff members will login user mobile and upload photo to generate e-pass. Please note photo an be uploaded one time only. Staff members will save/print image of e-pass for future reference.

Relevant screen shots are given on next page

Establishment Registration (One time activity)

Once you enter establishment registration number, establishment data will be populated if it is present in our system. In case we do not have data, you will have to enter information in respective field as shown on next page.



Universal Travel Pass

Establishment Registration Form

Establishment Details

Establishment Registration Number:*	<input type="text" value="762310109"/>
Establishment Name:*	<input type="text" value="N Y K CONSULTANCY"/>
Address Line 1:*	<input type="text" value="FLAT 705 706B WING SHILPIN SKYBUILD VILLAGE DEV"/>
Address Line 2:	<input type="text" value="Enter Address Line 2"/>
Address Line 3:	<input type="text" value="Enter Address Line 3"/>
Pincode:*	<input type="text" value="400067"/>
District:*	<input type="text" value="Mumbai"/>
Establishment Category:*	<input type="text" value="Medical"/>
Establishment Type:*	<input type="text" value="Hospital"/>
Hospital Type:*	<input checked="" type="radio"/> Covid <input type="radio"/> NonCovid

Number Of Beds:*	<input type="text" value="Enter Number Of Beds"/>
Number Of ICU's:*	<input type="text" value="Enter Number Of ICU's"/>
Number Of Ventilators:*	<input type="text" value="Enter Number Of Ventilators"/>
Number Of Staff Needing Passes:*	<input type="text" value="0"/>

Co-ordinator Details

(A single point of contact is one who is responsible for establishment information. This coordinator login can create sub-coordinators to update staff information.)

Name:*	<input type="text" value="MR NARENDRA N BHATIA"/>
Mobile Number:*	<input type="text" value="Enter Mobile No."/>
Email Id:	<input type="text" value="Enter Email Id"/>
Designation:*	<input type="text" value="Enter Designation"/>

Disclaimer:*

I hereby confirm that the above information furnished by me is true and accurate and that in the case of any of the above being not true or being misleading, I will be liable for punishment/ penalties under the relevant provisions of the Disaster Management Act/ IPC which could lead to imposition of a fine or imprisonment or both.

I agree to the above conditions.

<input type="text" value="Enter OTP"/>	<input type="button" value="Verify"/>
--	---------------------------------------

OTP is sent on your mobile number.

[Resend OTP](#)

<input type="button" value="Register"/>	<input type="button" value="Cancel"/>
---	---------------------------------------

Establishment Registration (One time activity)

If data is not auto populated after entry registration number, you will have to enter information as shown below. Please make sure "certificate of registration" is readable as disaster management office will verify it before approval.



Universal Travel Pass

Establishment Registration Form

Establishment Details

Establishment Registration Number:*

This establishment registration will be manually verified by District Disaster Management authority. Please provide a photo of "Certificate of Registration".

Photo Of Establishment Registration Certificate:*

No file selected.

Establishment Name:*

Address Line 1:*

Address Line 2:

Address Line 3:

Pincode:*

District:*

Establishment Category:*

Establishment Type:*

Number Of Staff Needing Passes:*

Co-ordinator Details

(A single point of contact is one who is responsible for establishment information. This coordinator login can create sub-coordinators to update staff information.)

Name:*

Mobile Number:*

Email Id:

Designation:*

Disclaimer:*

I hereby confirm that the above information furnished by me is true and accurate and that in the case of any of the above being not true or being misleading, I will be liable for punishment/ penalties under the relevant provisions of the Disaster Management Act/ IPC which could lead to imposition of a fine or imprisonment or both.

I agree to the above conditions.

OTP is sent on your mobile number.

[Resend OTP](#)

Establishment Login

1. After registration process is complete and approved, establishment can Login using coordinators mobile number. On login following page appears

Staff List

🔍 **Download Staff Detail Template** **Upload Staff Detail** **Download Staff List**

Staff Name	Mobile No.	Gender	Status	Action
No Result				

2. Download CSV Template to provide staff information. CSV format is as below. Mobile Number and Name is mandatory.

Staff Mobile	Staff Id	Staff Name	Staff Gender	Staff Age	Staff Department	Staff Designation
10 digit mobile number only.	Do not use comma.	Use only alphabets and spaces.	Use (Male/Female/Other) Only	Enter Age between 18 to 99	Do not use comma.	Do not user comma.
9898989898	234	Varad Patil	Male	45	Surgery	staff

3. Establishment to fill-up staff information who need travel pass and with **Upload Staff Details** button, upload CSV file

4. Staff members will get SMS once information is uploaded.

Staff Login

1. Login using mobile number
2. Upload photo (One time) to generate e-pass.

Upload Image - Universal Travel Pass

Your Photo No file chosen

Please note Image can be uploaded only once.
For quick identification, please capture face properly.

3. Generate e-pass and print

 **Universal Travel Pass by
Disaster Management Team
Govt of Maharashtra** 

 **Jayesh Shaha (-)**
Global Hospital, Fort, Mumbai, 400001

Allowed to travel within MMRDA
Travel Category : 5

(*** This is not Photo id. This is just travel pass.)

