



PBC No. 30 / 2023
RBE No. -- / ----

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्यालय, कार्मिक विभाग, चेन्नै -600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R)184/P/Vol.XI

दिनांक/Dated: 07.02.2023

All PHODs/DRMs/CWMs/CEWE/CAO/CPM/PDA/Dy.CPOs/Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय /Sub: Launch of HRMS Module for on-boarding of new employees.

A copy of Railway Board's letter No. PC-VII/2022/HRMS/34 dated 06.02.2023 on the above subject is enclosed for information, guidance and necessary action.

Encl: 01 page

उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer/Co-ord
कृते प्रमुकाधि/For Principal Chief Personnel Officer

Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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

File No. PC-VII/2022/HRMS/34

New Delhi, dated: 06.02.2023

**The General Managers,
All India Railways & Production Units,
(As per mailing list)**

Sub: - Launch of HRMS Module for on-boarding of new employees

This is to inform that in a step towards complete digitalization of all the service related aspects of Indian Railway employees, a new Module has been launched in HRMS on 03.02.2023 for On-boarding of New Employees, which covers the following processes:

- (i) Updation of RRB / RRC notification details by the concerned unit, wherever applicable.
- (ii) Updation of mandatory details pertaining to the new Joinee by the concerned unit, and generation of HRMS ID.
- (iii) Updation of other personal details by the Joinee through his HRMS user account.
- (iv) Issue of office order by the concerned unit.
- (v) Entry of appointment date by the concerned unit, followed by automatic updation of employee master for the employee, and automatic generation of e-SR.
- (vi) Automatic transmission of employee data to IPAS

2. For operationalization of the aforementioned new module, a familiarization cum training session will be organised by CRIS. Dates and link for the said online training session shall be intimated separately.



(Jaya Kumar G)
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Railway Board

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Copy to:

- (i) PPS to PED(HR), for the information of PED(HR)
- (ii) All PCPOs, Indian Railways
- (iii) JS/Railway Board
- (iv) GM/EPS, CRIS for advising the training schedule