



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)184/P/Vol.XI

प्रधान कार्यालय: Headquarters Office
कार्मिक शाखा: Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 23-10-2020

पी बी सी सं/ PBC No: 175 / 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')

विषय/Sub:Launch of Office Order and e-APAR Modules of HRMS

A copy of Railway Board's letter No.PC-VII/2020/HRMS/23 dated
21-10-2020 alongwith its enclosures as Annexure I, II, III, & IV on the above
subject is enclosed for information, guidance and necessary action.


(B. Indumathy)

वरिष्ठ कार्मिक अधिकारी

Senior Personnel Officer/EMS.

For Principal Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/ Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI / System to upload in the website

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PC-VII/2020/HRMS/23

New Delhi, dated: 21 /10/2020

**The General Managers
All Indian Railways/Production Units/TIs
(As per Standard Mailing List)**

Sub: Launch of Office Order and e-APAR Modules of HRMS

Taking a step closer towards the digitization of HR aspects of Indian Railways, Office Order and e-APAR Modules of HRMS have been launched on **16.10.2020** by Chairman & CEO/Railway Board through Video Conferencing which was attended by all Board Members, DGs/GMs, PCPOs and other concerned officials.

2. Salient features of Office Order and e-APAR Modules are enclosed herewith as **Annexure-I & II** respectively. Detailed Guidelines on these modules have been provided by CRIS which are enclosed as **Annexure-III and IV** respectively.

3. Accordingly it is advised that all the activities associated with these modules shall be shifted to the digital mode in order to implement the paperless office concept positively from **1st April 2021** as advised by CRB & CEO in his address during the event.

4. The instructions along with the enclosures have been uploaded on the website – <http://www.indianrailways.gov.in/railwayboard> -Directorates- Pay Commission- Pay Commission-VII

5. This issues with the approval of competent authority

Encl. as above


(Jaya Kumar G)

**Deputy Director, Pay Commission-VII/HRMS
Railway Board**

No. PC-VII/2020/HRMS/23

New Delhi, dated 21 /10/2020

Copy to:

1. PFAs, All Indian Railways, PUs, NFR(Const).
2. The DG, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,

5. The General Manager and FA&CAO, Metro Railway
6. The CAO and FA&CAO, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISSET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.



Jaya Kumar G
Deputy Director, Pay Commission-VII/HRMS
Railway Board

No. PC-VII/2020/HRMS/23

New Delhi, dated 21/10/2020

Copy to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation

9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association.
Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).



For Secretary, Railway Board

Copy to:-

OSDs/PSOs/Sr.PPSs/PPSs/PSs/PAs to:-

MR, CRB, Member(Infrastructure), Member(T&RS), Member (O&BD),
Member(Finance), DG(HR) DG/RHS, DG/RPF, All Additional
Members/Advisors/Executive Directors/Joint Secretaries, Directors/JDs/DS/DD/US
Railway Board.

All Branches Railway Board

OFFICE ORDER MODULE

Salient Features:

- ⇒ It captures all **career events** of an employee from Entry in IR to Exit.
- ⇒ It generates all office orders and simultaneously **updates all data in HRMS / IPAS** with trigger of joining / relieving date entry.
- ⇒ Transparency in terms of **instant availability of office order** to **all stake holders** including employee concerned through SMS and reflection on the dashboard of all concerned.
- ⇒ Use of **QR code** which contains information of Office Order attributes and a link to view the actual office Order. It makes the system **tamper proof**.
- ⇒ Option to use **Voice-to-text feature**. Using this a user will be able to enter details in Pre-text and Post-text Option to create **Customized templates** for use with different kinds of Office Orders.
- ⇒ **Auto-fetching of existing details** (Name, deptt, designation, pay level etc) of employee involved in the Office Order.
- ⇒ **Bilingual format** (Office Order are available in English and Hindi)
- ⇒ Security with **use of DSC** by the Accepting Authority while issuing Office Order. Can be made available to general public, if desired.

E-APAR Module

Salient Features

- ⇒ It has all the features of SPARROW and has provided facility beyond that for ease of use of all stake holders in terms of writing APAR for non-gazetted employees of all departments of IR.
- ⇒ **Bilingual format** (Office Order are available in English and Hindi) Option to create **Customized templates** for use with different kinds of rating of an APAR. (e.g. for Very Good, Outstanding etc).
- ⇒ Option to use **Voice-to-text feature**. Using this, user will be able to enter details against any attribute of APAR.
- ⇒ **Predictive text feature** for input. User will get a list of possible texts based on part of text typed to make the experience of writing APAR smooth.
- ⇒ **Auto mapping of APAR format** to employee based on Pay Level, Designation and Department. **Auto-fetching of existing details** (Name, deptt, designation, pay level etc) as Part-I, Personal Data of APAR Security - Comments and grading by Reporting, Reviewing and Accepting Officer is stored in **encrypted format** with their respective DSC.
- ⇒ Final APAR in PDF format is digitally signed by the Accepting Authority.
- ⇒ **Transparency** - Concerned employee will get instant message as soon as APAR is accepted. Employee will be able to view the final Accepted copy in his /her HRMS account.
- ⇒ **Multiple MIS** can be generated based on available data for **monitoring the progress** of APAR.



Office Order Module (Career Events)

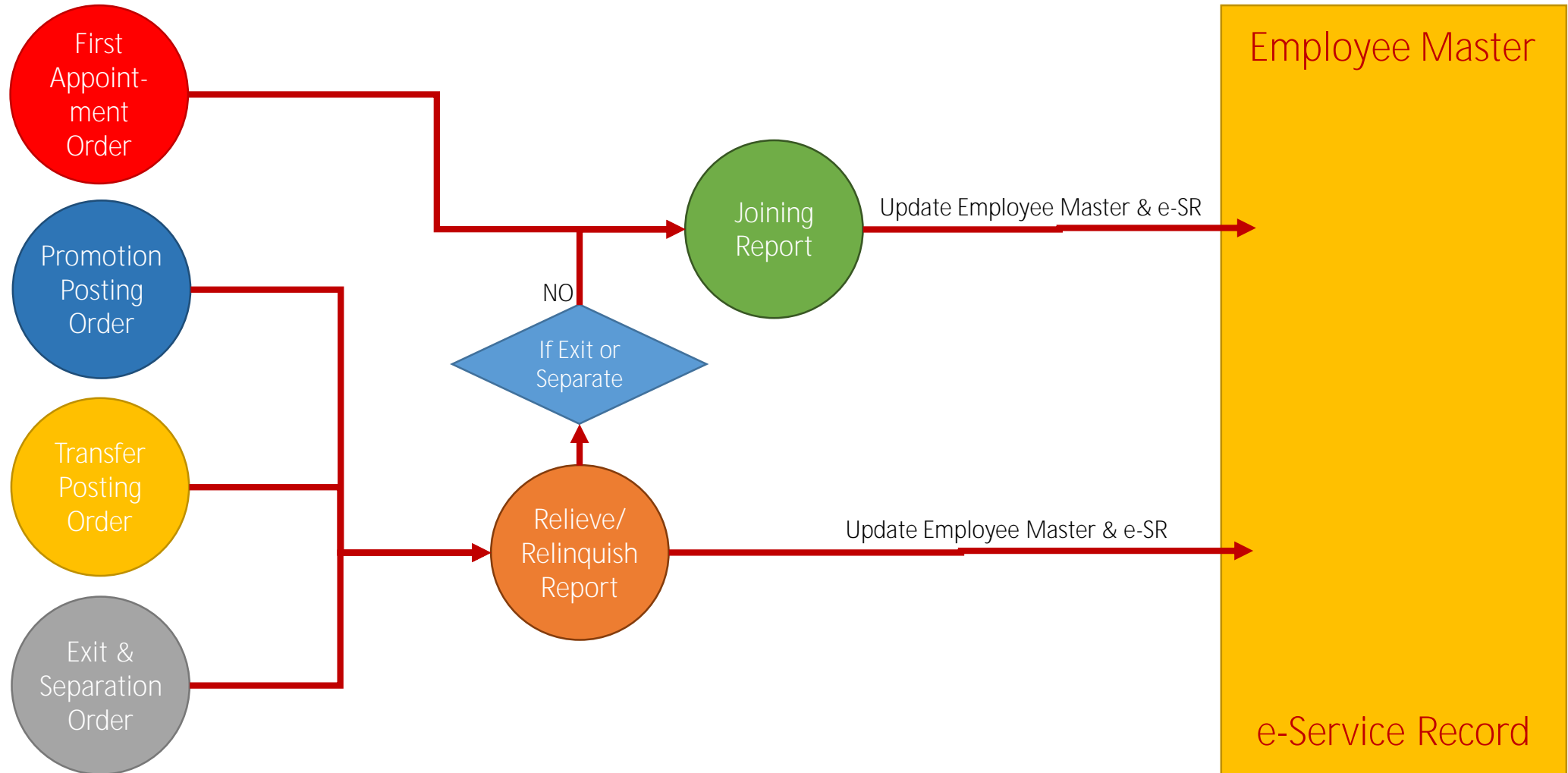
Human Resources Management System for Indian Railways

Centre for Railway Information System

Career Events that Impact on Employee List

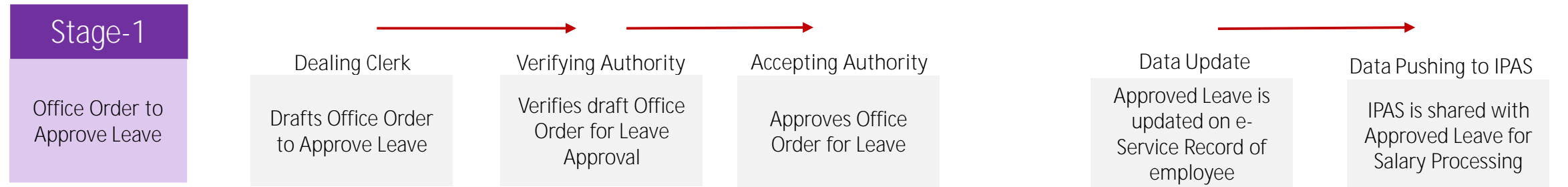


Objective of the Module

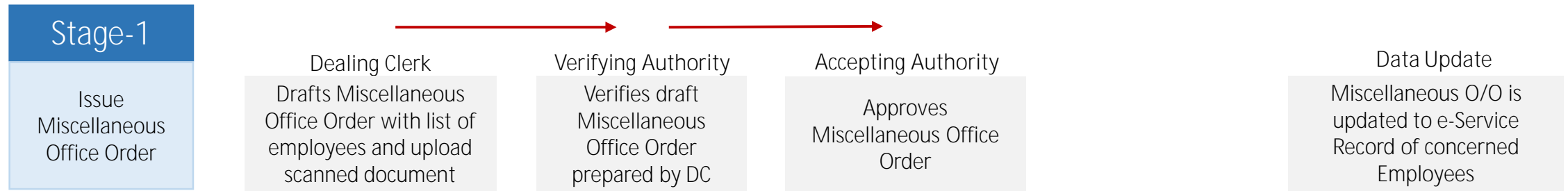


Leave Approval and Misc office orders
(For Officers only)

Leave Approval

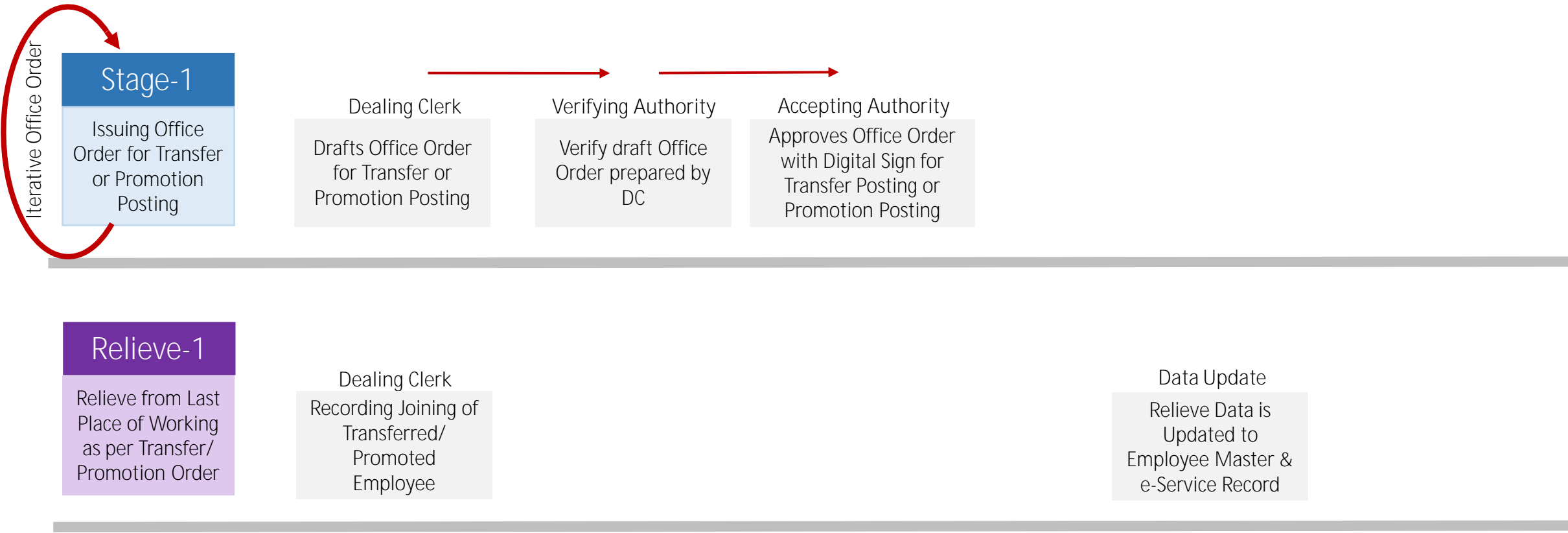


Miscellaneous Office Order

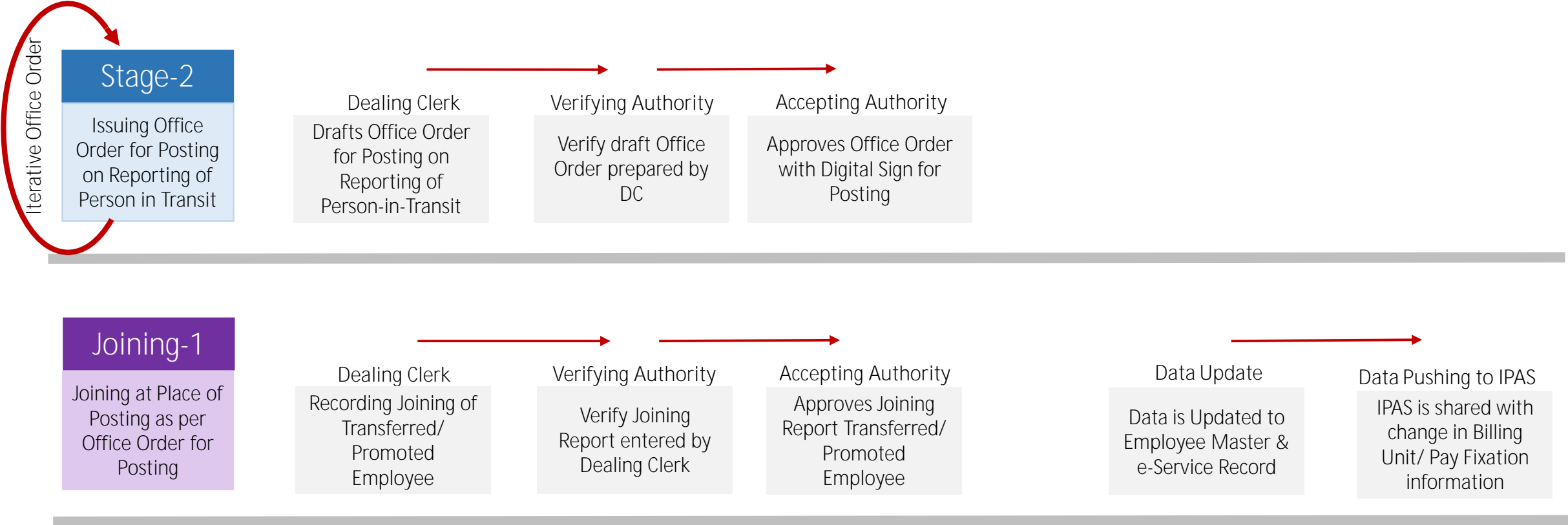


Office order for Transfer & Promotion

Relieve from Last Place of Working on Transfer/ Promotion Order



Joining at Place of Posting on Office Order of Posting



Annual Performance Appraisal Report Module

Human Resources Management System for Indian Railways

Features of APAR Module

Rule-based Assignment of APAR Form to Appraiser

Orchestrated Workflow to Assess, Review and Accept

Legal Compliance by using Digital Signature

Encrypted APAR for Extra Safety & Security

APAR Form can be Filled in Using English or Hindi

Assessment Template for Authorities

Predictive Text Reduces Data Entry Effort

Zeroing Use of Keyboard with Speech to Text

Administration & Monitoring of APAR Process

Facility to create APAR-Cell at Unit/
Department/ Sub-Department level

Monitoring Form assignment activities

Monitoring pendency at Service- Record-
Dealing-Clerk

Ensuring timely completion of Self-
Appraisal

Ensuring timely completion of
assessment and rating of Performance

Ensuring timely completion of reviewing
of APAR

Ensuring timely completion of
performance appraisal

Rule Engine for APAR Administration

Constitution of APAR Administration Cells

System facilitates 3-tier APAR Administration
Unit Admin constitutes APAR Monitoring Cell of Unit
APAR Monitoring Cell constitutes Department Level APAR Cell
Department Level APAR Cell constitutes Sub-Department Level APAR Cell

Mapping of APAR Form to Employees

All non-gazetted employees are covered under this module
There are 14 different types of APAR Form
Rule based automatic mapping of APAR Forms to employees
APAR Forms are mapped according to Department-Designation and Pay Level
Mapping in exception of Rule is also possible

Configuring Workflow for APAR

Rule-based provisioning of APAR Form to Appraiser if Self Appraisal is applicable
Rule-based assignment of Reporting, Reviewing and Accepting Authority
Rule based assignment of Appellate Authority
In exception of rule, assignment of Reporting, Reviewing and Accepting authority as well as Appellate authority is also possible

Part-I of APAR Form is Filled by Dealing Clerk

Service details is retrieved and populated on APAR Form
Service Record Dealing Clerk verifies and updates following data of employee if necessary
(HRMS Id, Employee Name, Date of Birth, Dept., Designation, Station, Pay Level & Basic, Date of Appointment to present Grade, Type of Officer, Education, Exams Passed this year, Community, Is employee a Trainer)
APAR Form is provided by SR-DC to initiate APAR Process

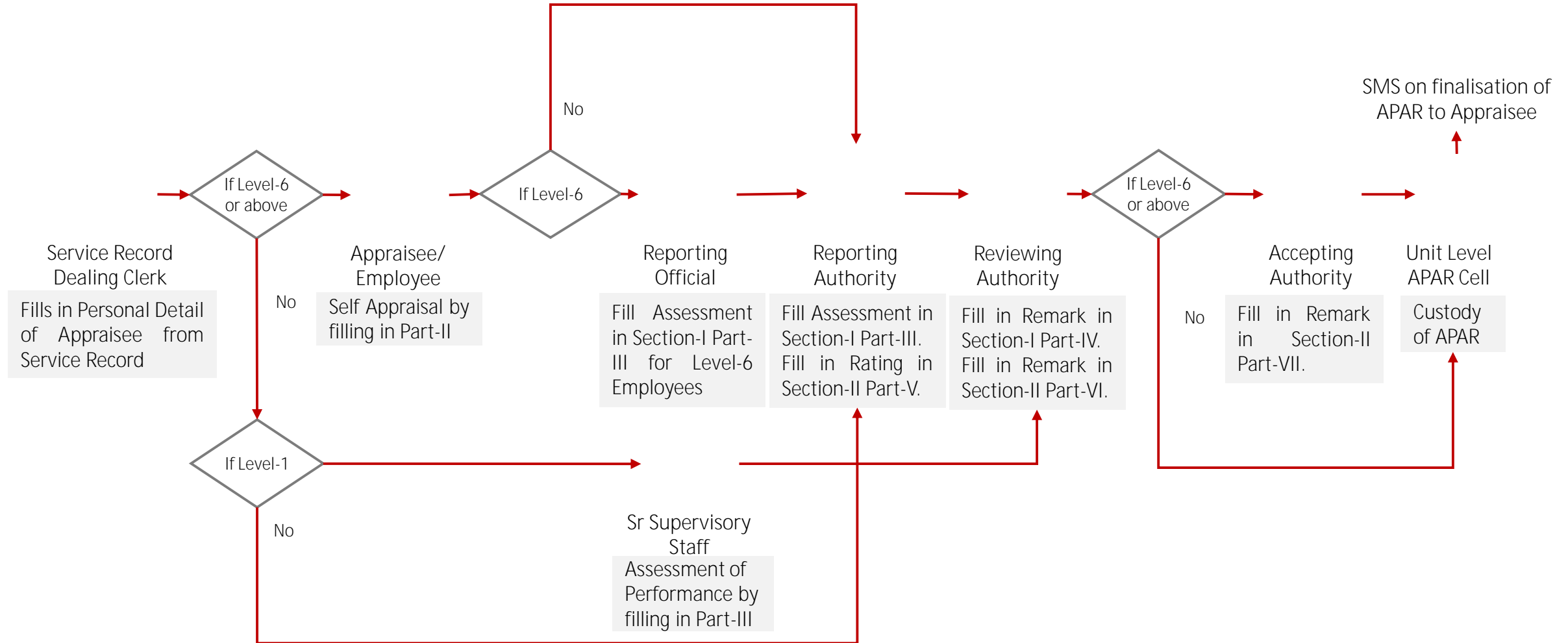
APAR Form

Pay Level	Designation	Form
Level-1	All	Single Form
Level-2 & 3	All	Single Form
Level-4 & 5	All	Annexure-5
Level-6 & above	Teaching Staff	Annexure-4
Level-6 & above	PWI, APWI, Signal Inspector	Annexure-3
Level-6 & above	IOW, AIOW	Annexure-2
Level-6 & above	All designation Including Workshop Staff (Excluding Teaching Staff, PWI/APWI, IOW/AIOW)	Annexure-1
4200	Raj Bhasha Staffs	Raj Bhasha Form
	RB-Section Officer, RB-Desk Officer	RBD Form-1
	RB-UDC, RB-LDC	RBD Form-2
	RB-PA, RB-Steno	RBD Form-3
	RB-Assistants (Excluding Section/Desk Officer, UDC, LDC, PA and Steno)	RBD Form-4
Level-3 & 4	RPF Employees	RPF Florm-1
Level-4 & 5	RPF Employees	RPF Florm-2

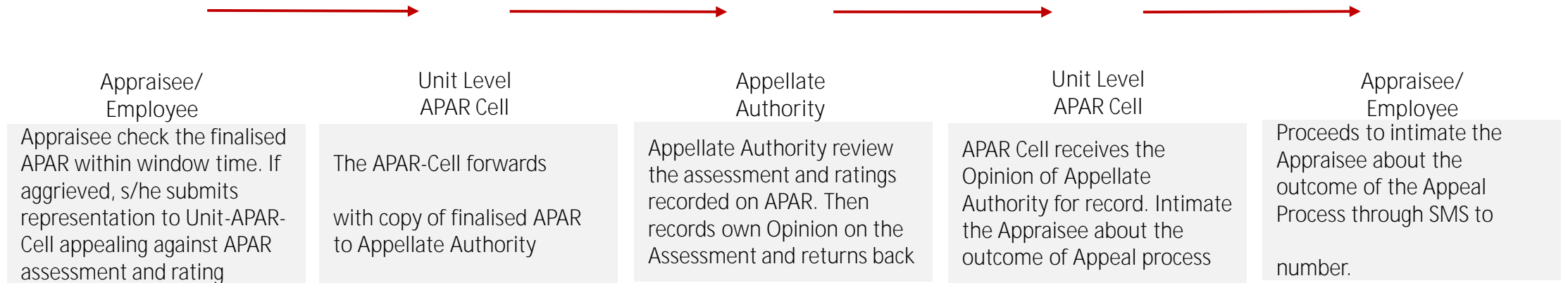
7-Parts of APAR Form

Self Appraisal by Appraisee	Assessment by Reporting Officer	Remark	Reporting	Reviewing	Accepting Officer/
<p>Section I, Part I: Service Detail Prefilled by Service Record Dealing Clerk</p> <p>Section I, Part II: (Self Appraisal) Brief description of the duties</p> <p>Resume of the year (multiple entries) From Date To Date Achievement or Shortfall in this period</p>	<p>Section I, Part III: Agree with the statement made in Self Assessment</p> <p>Character & Habit</p> <p>Departmental Ability</p> <p>Special aptitude</p> <p>Disability if any</p> <p>Reliability</p> <p>Relations with others</p> <p>Power of drafting</p> <p>Knowledge of rules</p> <p>Ability to conduct enquiries</p> <p>- - -</p>	<p>Section I, Part IV: Reviewing Officers Remark on</p> <p>Assessment</p>	<p>Section II, Part V: Qualities of leadership</p> <p>Capacity to take decision</p> <p>Willingness to shoulder higher responsibility</p> <p>Ability to inspire staffs</p> <p>Ability to enforce discipline</p>	<p>Section II, Part VI: Reviewing Officers Remark on</p> <p>Rating</p> <p>Signature of Reviewing Officer using Digital Signature</p>	<p>Section II, Part VII: Accepting Officers Remark on</p> <p>Rating</p> <p>Signature of Accepting Officer/ HoD using Digital Signature</p>

Rule based Workflow for Processing of APAR



Workflow for Appeal



APAR Mobile Apps

Mobile Apps are going to be released shortly to keep APAR Processes handy

To be made available both on Android and iOS platform

Separate modules are available with the mobile app for different APAR Authorities

Role-wise access for Reporting/ Reviewing/ Accepting Authorities

Live Demonstration