SOUTHERN RAILWAY

T/P.721/HRMS/Photo ID

Divisional Office,
Personnel Branch,
Tiruchchirappalli.
Dated :04.02.2026

All Concerned / TPJ Dn.

Sub: Introduction of new 'Identity Cards' for employees of Indian Railways and Contract Service Providers in Indian Railways.

Ref: PCPO/MAS Lr.No.P/563/OD Card/Vol.VI, dated 23.01.2026

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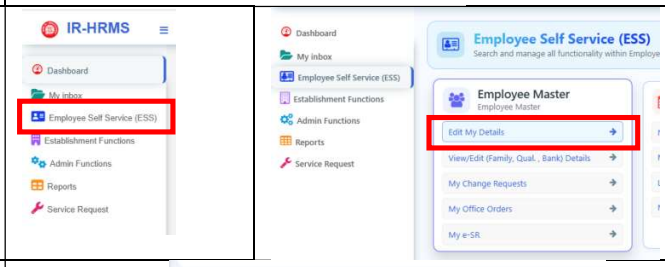
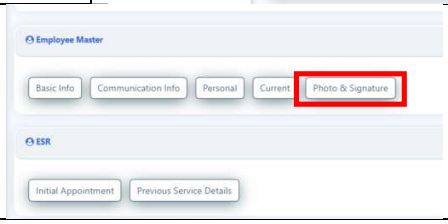
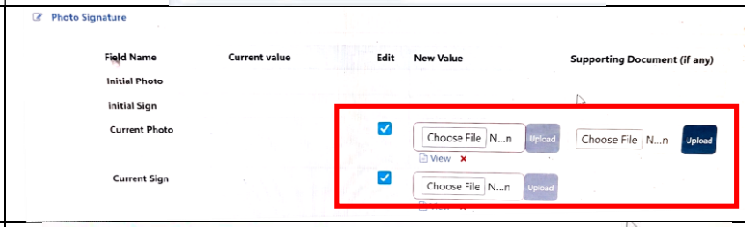
As per Railway Board instructions regarding the introduction of new 'Identity Card' for employees of Indian Railways, all employees working in TPJ Division are requested to update their details in the **HRMS portal**, such as Designation, Aadhaar Number, Mobile No., Blood Group and upload their **latest photograph** (face should cover approximately 70% of the photo area with a white background) **&** signature (employee) in the **HRMS portal** (maximum 1MB each).

Step by Step guidelines for uploading Photo & Signature

Steps	HRMS	Description
Step 1	Employee Self Service (ESS) > Edit My Details	
Step 2	Employee Details > Employee Master > Photo & Signature	
Step 3	Photo Signature (Upload Photo and Signature) and Upload physical id card form	
Step 4	After upload Photo and Signature click **Submit Changes**	
Step 5	It will go to Initiate Workflow with Proposal ID	Select action type > Forwarded Purpose > Verification Forwad To > Select concerned supervisor

Upload the above data in HRMS > Employee Self Service (ESS) > Edit My Details > Employee Master > Photo & Signature > Submit Changes > Forward to Supervisor on a priority basis. Once the supervisor has verified the Photo & Signature of the employee it should be forward to concern Dealing Clerk (DC). This step is included in the process for additional security reasons.

The photograph and signature uploaded in the portal by the employee should match those in the Physical Id form. The details furnished by the employee in the physical id card form Annexure I (photograph and signature of the employee) shall be verified by the concerned supervisor, who should affix his/her signature (Supervisor), name, designation and office seal. The office seal should also be affixed on the employee's photograph. A copy of the Physical ID card form shall be uploaded along with Photograph and signature (Step 3) as a supporting document. The original physical ID card form of the employee concerned shall be preserved in their office for future reference.

Instructions regarding printing of the new ID Cards are awaited.

For assistance message may be sent with the details of sender to through Whatsapp no.: 8056064614, 9943536383, 9443456724.

Encl : as above

04/02/2026

(V.SWAMINATHAN)
Sr.Divisional Personnel Officer,
Tiruchchirappalli Division

Annexure - I

PRESCRIBED FORMAT FOR NEW PHOTO ID CARD

1	Name (in CAPITAL LETTERS)	
2	Designation (IN FULL)	
3	Department	
4	Employee Number	
5	Present Local Address	
6	Present working Station / Unit	
7	Mobile Number	
8	Blood Group	
9	Old id card no. if any	

Station : _____

Date : _____

Signature of the employee

Forwarded by Supervisor

Signature :

Name :

Designation :

Office seal :

The employee's recent passport-size colour photograph shall be affixed, with the office seal affixed partially on the photograph and partially on the form.