

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.



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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