



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/पॉलिसी/25/27 दिनांक: 07.02.2023

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 43/2023

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

रेल्वे बोर्ड के पत्र सं. PC-VII/2022/HRMS/34 दिनांक: 06.02.2023 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

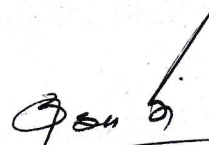
Web-site-

Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder-

Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.


07.02.23

(अशोक कुमार शर्मा)
उप मुख्य कार्मिक अधिकारी (एच.आर.डी)
कृते प्रधान मुख्य कार्मिक अधिकारी

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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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