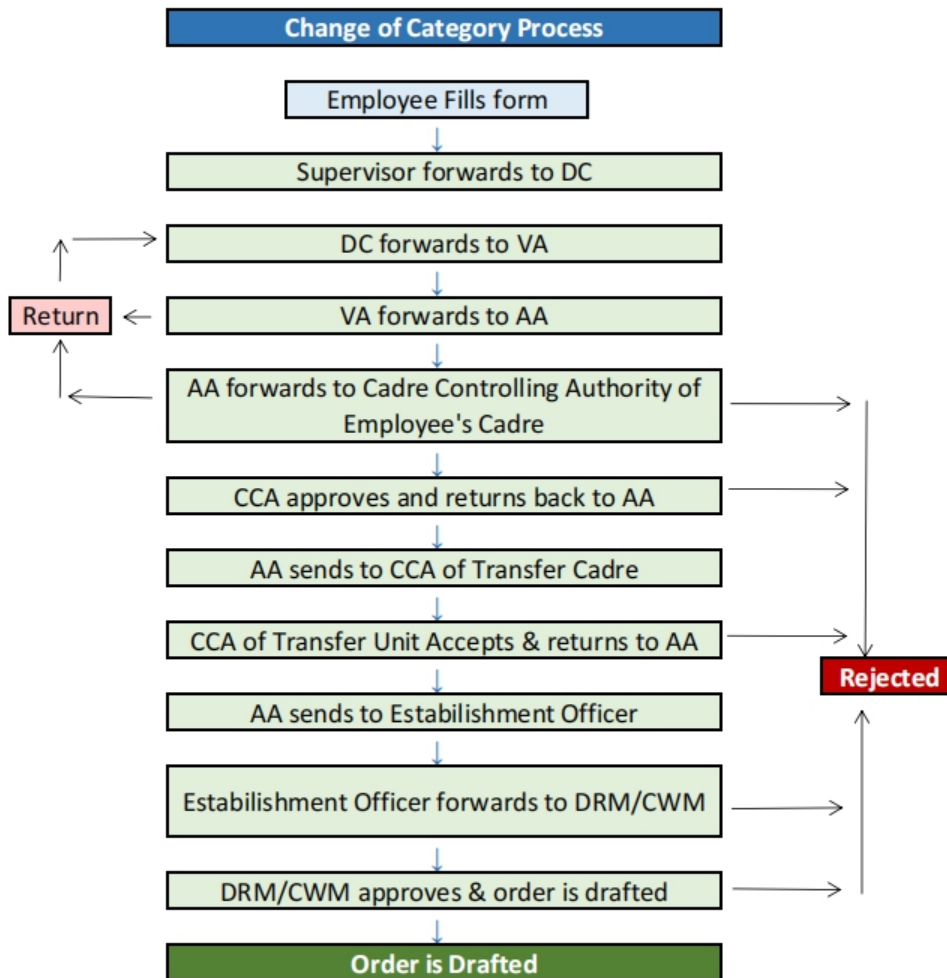


Change of Category

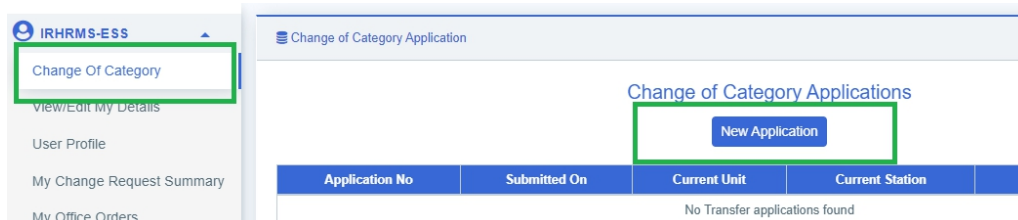
Basic Flow



1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

Request submission by Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Change of Category'
3. Click on 'New application' button to raise new application.



4. Fill all relevant details and Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

The screenshot shows a web form for supervisors. It includes a dropdown menu for 'Forward To (Department Supervisor)*' with the selected option 'DQEUW OM PRAKASH DHAKAR: DQE'. Below this is a text area for 'Remarks *' with a red border and a red 'x' icon, and a red error message 'Remarks is required.' at the bottom. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

Approval of Request by Supervisors

1. Login with Supervisor ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

The screenshot shows a sidebar menu on the left with 'Transfer' expanded and 'Process Change Of Category' highlighted. The main content area has a heading 'Change of Category Application' and a message: 'Select an application for change of category from the list and click on 'Go' button.' Below this is a dropdown menu for 'Application *' with the selected option 'CAT00000014 - NATHU SINGH JODHA/BZTTE' and two buttons: 'Go' and 'Reset'.

4. Supervisor will provide their remarks and will either
 - a) Forward to the dealing clerk for further process, or
 - b) Reject the request

The screenshot shows a web form for supervisors. It includes a dropdown menu for 'Forward to DC' with the selected option '-- Please Select --'. Below this is a text area for 'Remarks *'. At the bottom of the form is a blue button labeled 'Forward'.

Processing of Request by Dealing Clerk

1. Login with any DC ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

4. DC will provide their remarks and will forward to VA for further process

Processing of Request by Verification Authority

1. Login with any VA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. VA will provide their remarks and will forward to AA for further process

Processing of Request by Acceptance Authority

1. Login with any AA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. AA will select name of Cadre Controlling Authority of Employee's unit, or to CCA of transfer Unit or to Establishment Officer and will forward to them for further process

Forward to CCA of
Transfer unit

MKDQKU

NARENDRA PRAKASH MAT-

Remarks *

Remarks

Forward

Processing of Request by Cadre Controlling Authority of Employee's Cadre

1. Login with CCA of employee's Unit
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

Remarks *

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Approve Request

Reject Request

Processing of Request by Cadre Controlling Authority of Employee's Cadre

1. After AA forwards to CCA of Transferring Unit, login with CCA's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

Processing of Request by Establishment Officer of Employee's Cadre

1. After AA forwards to EO, login with EO's ID
2. Click on "Transfer > Process Change of Category"
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. EO will either forward the request to DRM/CWM or reject the request.

Forward to DRM/CWM

PERGOZ AKHILESH KUMAR::PERGOZ

Remarks *

Remarks

Forward Reject Request

Processing of Request by DRM/CWM

1. Login with DRM/CWM's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. DRM/CWM will either approve the request or reject it. On approval a draft order will be created in DC's ID under 'Office Order > Promotion/Transfer Order'.

Remarks *

Remarks

Approve Request Reject Request