

BRIEF ON VARIOUS MODULES IN HRMS

HRMS [Human Resource Management System]

HRMS Application both Web portal and mobile version, developed by CRIS is a single-window communication system between Railway employees and Administration. It is an important milestone in the computerization of HR-related functions in Indian Railways.

HRMS Application allows the employee to view their historical data since their date of joining Railways including details like- Bio-data, Service Records, Increments, Promotions, Awards, Transfers, Postings, Leave, Pass, PTO, Training, composition of Family members, Nominations for retirement benefits and other features.

VARIOUS MODULES of HRMS:

1. Employee Master Module:

Launched initially along with the HRMS application in May 2019 and creation of User IDs started in August 2019. The Employee Master module allows establishment dealers to enter details of Employees like Basic Info, Family, Personal, Communication info, Employee Current Status, Medical, and Qualification, which needs to be verified and accepted by Verifying Authorities and Accepting Authorities (Dealing Clerks and Officers).

2. e-SR Module :

e-SR module emphasises on digitization of the Service Record of an Employee, which was implemented along with the Employee Master Module. This module allows establishment dealers to enter details of Employees like Initial Appointment, Awards, Punishments, Promotions, Pay Change History, Nominations, Transfers, Training Details, Leave Details, Publications, and Deputation, which need to be verified and accepted by Verifying Authorities and Accepting Authorities (Dealing Clerks and Officers).

3. Executive Record Sheet:

Launched on **06-10-2020**. Executive Record sheet is an initiative to capture and display data related to the service history of officers of Indian Railways. It has information about the Basic details of Gazetted Officers along with their educational qualifications, experience, trainings, awards and publication. Partial data of Employee Master and e-SR are also linked with Executive Record Sheet module.

4. e-Pass/PTO Module for Employees:

E-Pass/PTO module was launched on **10-08-2020** through video conferencing with a view to promote digital/paperless ticketing for Serving Employees initially w.e.f. 24-08-2020. Pass/PTO generated through this module can be utilised for booking physical tickets across PRS/UTS counters and online tickets through IRCTC. Employees will be able to apply for e-Pass/PTO online from anywhere and get the E-Pass/PTO generated online. The complete process of application and generation of Pass is both desktop and mobile-friendly. The target date for 100% switchover to the digital mode of Pass/PTO given by the Railway Board is **31-12-2020**.

5. e-Office Order Module :

e-Office Order module was launched on **16-10-2020** by the Chairman & CEO, of the Railway Board through video conferencing. This module captures all Career Events of an employee from Entry in IR to Exit viz. appointment, promotion, transfer, posting, superannuation, leave, etc. It generates all Office Orders and simultaneously updates all data in HRMS/IPAS with the trigger of joining/relieving date entry. This module under HRMS is seamlessly coupled with IPAS (Pay Bill Accounting Software) to share information for appropriate salary billing. It has transparency in terms of instant availability of Office Order to all stakeholders including employees concerned through SMS and reflection on the dashboard of all concerned.

6. e-APAR:

e-APAR module was launched on **16-10-2020** by the Chairman & CEO, of the Railway Board through video conferencing. All stakeholders in terms of writing APAR for non-gazetted employees of all departments of IR. Facilities like Bilingual format, Option to create customized templates for use with different kinds of rating of an APAR. (e.g. Very Good, Outstanding, etc), option to use a Voice-to-text feature, predictive text feature for input, auto-mapping of APAR format to employee based on Pay Level, Designation and Department, auto-fetching of existing details (Name, department, 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 are available in this module making it user friendly

Final APAR in PDF format is digitally signed by the Accepting Authority. For Transparency - Concerned employee will get an instant message as soon as APAR is accepted. The employee will be able to view the final Accepted copy in his /her HRMS account.

7. Provident Fund (PF) Loan & Advance module:

Launched on **26.11.2020**. This module enables Railway employees to check their PF balance and apply for PF advance online. Advance processing will be online and employees will also be able to see the status of their PF application online.

8. Employee Self Service (ESS):

Launched on **26.11.2020** by Chairman & CEO, the Railway Board through video conferencing. This module enables railway employees to interact with various modules of HRMS including communication regarding change/rectification of employee's personal data for Employee Master and e-SR also the Employee can apply for transfer.

9. e-Pass for Pensioners:

Launched on **26.11.2020** by Chairman & CEO, of the Railway Board through video conferencing. With the help of this module, Retired Railway employees can also apply for e-Pass from any location and get the E-Pass generated online. The complete process of application and generation of Pass is mobile-friendly (BETA Phase).

10. Settlement Module:

Launched on **26.11.2020** by the Chairman & CEO, of the Railway Board through video conferencing. This module digitizes the entire settlement process of retiring employees. Employees can fill out their settlement / Pension Booklet online. Service details are fetched online and the pension is processed online completely. This will eliminate the use of paper and it also facilitates monitoring for timely processing of settlement dues of retiring employees.

11. Grievance Module:

Launched on June-2021 and put in use across all field unit 02.04-2022 and enables Railway employees to register their grievances online and check their status grievance application online.

12. Transfer Module:

Launched on 15th August 2022, able the employee to register/apply directly online and Process approval for all types of transfer cases(Administrative, IDT, IRT, IRMT etc..) through this module.

13. Cadre Management Module:

Launched on 28-12-2022, encompassing aspects like transfer, seniority, reservation and post Management for various cadres existing in Indian Railways.

14. On-Boarding Module for new employees:

Launched on 03-02-2023, Induction of new employees into Indian Railway through different modes like RRB.RRC , CGA & other source.

15. Leave Module:

Launched on 01-08-2023, facilitating the employees to apply for all types of leave i.e. (LAP, LHAP, CCL etc..) in a seamless manner on online.