EAST COAST RAILWAY

प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 156/2020
पूतरे/कार्मिक/आर/ECoR/Pers/R/HRMS **Date: 29.10.2020**

सेवा मे,
सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकरी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
उ.मु.का अधिकारी(नि.)/भुवनेश्वर
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

Sub: Launch of Office Order and e-APAR Modules of HRMS.

*****

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं.- PC-VII/2020/HRMS/23 दिनांक 21.10.2020 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr. No. PC-VII/2020/HRMS/23 Dated 21.10.2020 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(R.N.A.Parida)
Chairman Railway Recruitment Cell
***For* Principal Chief Personnel Officer**

प्रतिलिपि प्रेषित/Copy to :

1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि.(कल्याण), सहा.कार्मिक अधि.(बिल),

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. PC-VII/2020/HRMS/23 **New Delhi, dated: 21 /10/2020**

The General Managers
All Indian Railways/Production Units/TIs
(As per Standard Mailing List)

Sub: Launch of Office Order and e-APAR Modules of HRMS

Taking a step closer towards the digitization of HR aspects of Indian Railways, Office Order and e-APAR Modules of HRMS have been launched on **16.10.2020** by Chairman & CEO/Railway Board through Video Conferencing which was attended by all Board Members, DGs/GMs, PCPOs and other concerned officials.

2. Salient features of Office Order and e-APAR Modules are enclosed herewith as **Annexure-I & II** respectively. Detailed Guidelines on these modules have been provided by CRIS which are enclosed as **Annexure-III and IV** respectively.

3. Accordingly it is advised that all the activities associated with these modules shall be shifted to the digital mode in order to implement the paperless office concept positively from **1st April 2021** as advised by CRB & CEO in his address during the event.

4. The instructions along with the enclosures have been uploaded on the website – http://www.indianrailways.gov.in/railwayboard -Directorates- Pay Commission- Pay Commission-VII

5. This issues with the approval of competent authority

Encl. as above

21/X/20

(Jaya Kumar G)
Deputy Director, Pay Commission-VII/HRMS
Railway Board

No. PC-VII/2020/HRMS/23 **New Delhi, dated 21 /10/2020**

Copy to:

1. PFAs, All Indian Railways, PUs, NFR(Const).
2. The DG, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,

5. The General Manager and FA&CAO, Metro Railway
6. The CAO and FA&CAO, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.

21/x/20

(Jaya Kumar G)
Deputy Director, Pay Commission-VII/HRMS
Railway Board

No. PC-VII/2020/HRMS/23 **New Delhi, dated 21 /10/2020**

Copy to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan
2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation

9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

Copy to:-

OSDs/PSOs/Sr.PPSs/PPSs/PSs/PAs to:-
MR, CRB, Member(Infrastructure), Member(T&RS), Member (O&BD), Member(Finance), DG(HR) DG/RHS, DG/RPF, All Additional Members/Advisors/Executive Directors/Joint Secretaries, Directors/JDs/DS/DD/US Railway Board.

All Branches Railway Board

Annexure-I

OFFICE ORDER MODULE

Salient Features:

- It captures all **career events** of an employee from Entry in IR to Exit.
- It generates all office orders and simultaneously **updates all data in HRMS / IPAS** with trigger of joining / relieving date entry.
- Transparency in terms of **instant availability of office order** to **all stake holders** including employee concerned through SMS and reflection on the dashboard of all concerned.
- Use of **QR code** which contains information of Office Order attributes and a link to view the actual office Order. It makes the system **tamper proof.**
- Option to use **Voice-to-text feature**. Using this a user will be able to enter details in Pre-text and Post-text Option to create **Customized templates** for use with different kinds of Office Orders.
- **Auto-fetching of existing details** (Name, deptt, designation, pay level etc) of employee involved in the Office Order.
- **Bilingual format** (Office Order are available in English and Hindi)
- Security with **use of DSC** by the Accepting Authority while issuing Office Order. Can be made available to general public, if desired.

Annexure-II

E-APAR Module

Salient Features

- It has all the features of SPARROW and has provided facility beyond that for ease of use of all stake holders in terms of writing APAR for non-gazetted employees of all departments of IR.
- **Bilingual format** (Office Order are available in English and Hindi) Option to create **Customized templates** for use with different kinds of rating of an APAR. (e.g. for Very Good, Outstanding etc).
- Option to use **Voice-to-text feature**. Using this, user will be able to enter details against any attribute of APAR.
- **Predictive text feature** for input. User will get a list of possible texts based on part of text typed to make the experience of writing APAR smooth.
- **Auto mapping of APAR format** to employee based on Pay Level, Designation and Department. **Auto-fetching of existing details** (Name, deptt, 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.
- Final APAR in PDF format is digitally signed by the Accepting Authority.
- **Transparency** - Concerned employee will get instant message as soon as APAR is accepted. Employee will be able to view the final Accepted copy in his /her HRMS account.
- **Multiple MIS** can be generated based on available data for **monitoring the progress** of APAR.

Annexure-III

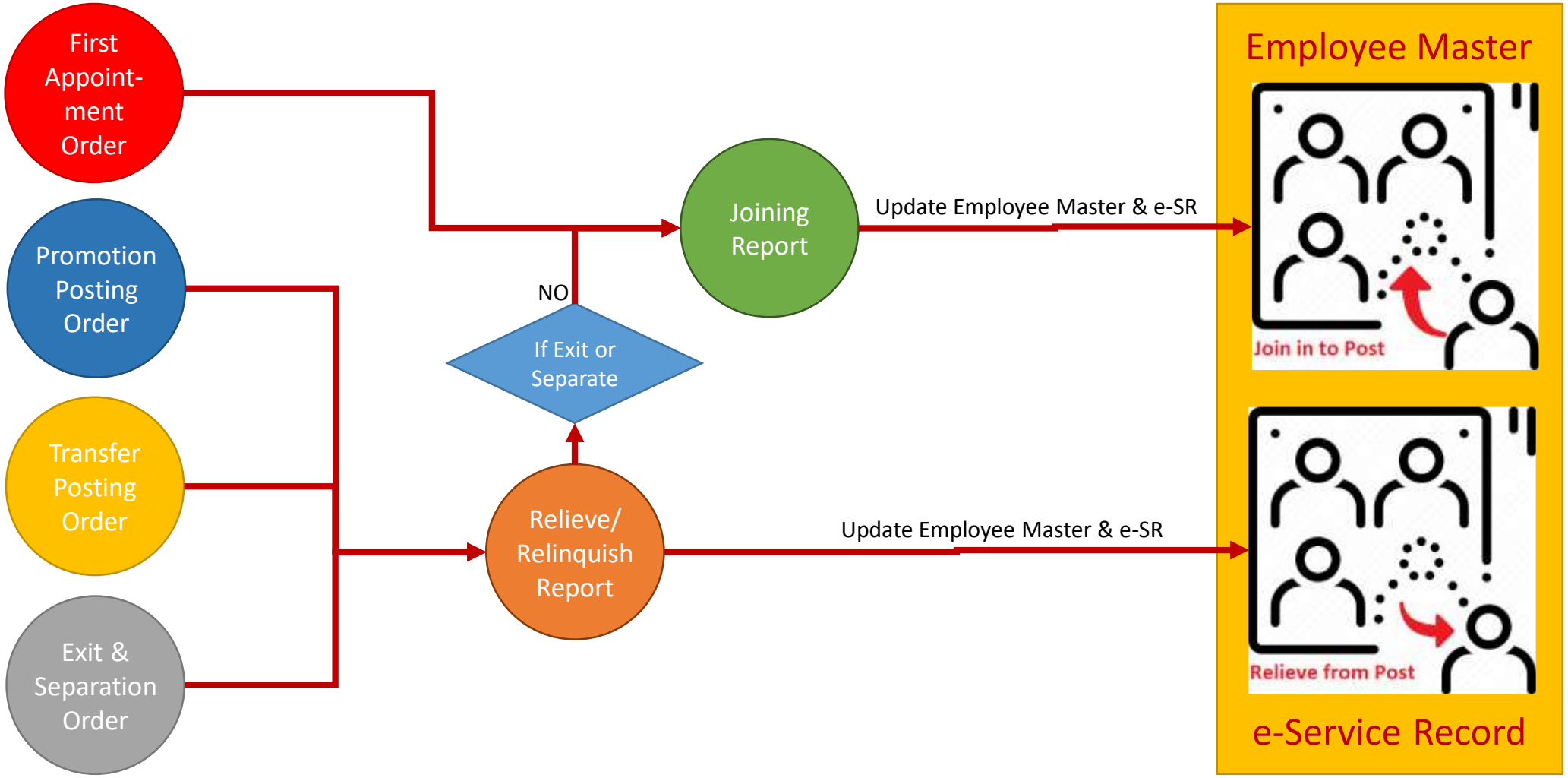
Office Order Module (Career Events)

Human Resources Management System for Indian Railways

Centre for Railway Information System

Career Events that Impact on Employee List

Objective of the Module



SOUTH CENTRAL RAILWAY

SECUNDERABAD/ DIV

OO No.

No : OFFICERORDERNO/07/07/2020

Office Of

CPO/SC
SC Railway
Date : 07-07-2020

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.
The following posting order is issued with immediate effect.

Employee Details

Sr No	Employee Name HRMS ID	Existing Particular				Revised Particular				Sub Type	Remarks
		Designation	Station	Pay Level/Basic Pay	BU	Designation	Station	Pay Level/Basic Pay	BU		
1	ABBU VEERA SUDHAKAR OZMMXE	MEDICAL PHARMACIST (ENTRY GRADE)	VKB	5 42300	0905603	MECHANICAL CHIEF TYPIST	VKB	6 35400	0905603	Regualar Promotion with Transfer in Same Unit	DC remarks

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with iits version time to time.
The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory.
This has the approval of competent authority.

Issued by

Mr RAM KUMAR
CPO/SC
SC Railway

File Reference No :

Copy forwarded for information and necessary action to:

Copy To

1. CMS/SC
2. ANO/SC
3. Sr. DFM/SC
4. COS P/SC./MPP, Cadre, O.O. & P/File

Signature valid
Digitally signed by PlotSoft
Date: 2013.05.06 21:
Reason: I'm the author
Valid signature

CPO/SC
SC Railway

Leave Approval and Misc office orders
(For Officers only)

Leave Approval

Stage-1

Office Order to Approve Leave

Dealing Clerk

Drafts Office Order to Approve Leave

Verifying Authority

Verifies draft Office Order for Leave Approval

Accepting Authority

Approves Office Order for Leave

Data Update

Approved Leave is updated on e-Service Record of employee

Data Pushing to IPAS

IPAS is shared with Approved Leave for Salary Processing

Miscellaneous Office Order

Stage-1

Issue Miscellaneous Office Order

Dealing Clerk

Drafts Miscellaneous Office Order with list of employees and upload scanned document

Verifying Authority

Verifies draft Miscellaneous Office Order prepared by DC

Accepting Authority

Approves Miscellaneous Office Order

Data Update

Miscellaneous O/O is updated to e-Service Record of concerned Employees

Office order for Transfer & Promotion

Relieve from Last Place of Working on Transfer/ Promotion Order

Iterative Office Order

Stage-1

Issuing Office Order for Transfer or Promotion Posting

Dealing Clerk

Drafts Office Order for Transfer or Promotion Posting

Verifying Authority

Verify draft Office Order prepared by DC

Accepting Authority

Approves Office Order with Digital Sign for Transfer Posting or Promotion Posting

Relieve-1

Relieve from Last Place of Working as per Transfer/ Promotion Order

Dealing Clerk

Recording Joining of Transferred/ Promoted Employee

Data Update

Relieve Data is Updated to Employee Master & e-Service Record

Joining at Place of Posting on Office Order of Posting

Iterative Office Order

Stage-2

Issuing Office Order for Posting on Reporting of Person in Transit

Dealing Clerk

Drafts Office Order for Posting on Reporting of Person-in-Transit

Verifying Authority

Verify draft Office Order prepared by DC

Accepting Authority

Approves Office Order with Digital Sign for Posting

Joining-1

Joining at Place of Posting as per Office Order for Posting

Dealing Clerk

Recording Joining of Transferred/ Promoted Employee

Verifying Authority

Verify Joining Report entered by Dealing Clerk

Accepting Authority

Approves Joining Report Transferred/ Promoted Employee

Data Update

Data is Updated to Employee Master & e-Service Record

Data Pushing to IPAS

IPAS is shared with change in Billing Unit/ Pay Fixation information

Annexure-IV

Annual Performance Appraisal Report Module

Human Resources Management System for Indian Railways

Centre for Railway Information System

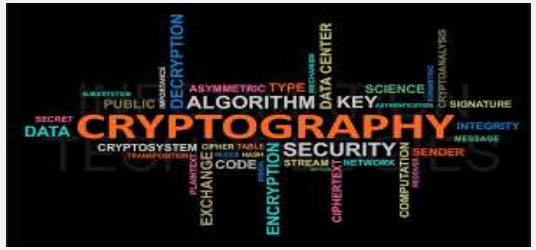
Features of APAR Module

Rule-based Assignment of APAR Form to Appraisee

Orchestrated Workflow to Assess, Review and Accept

Legal Compliance by using Digital Signature

Encrypted APAR for Extra Safety & Security



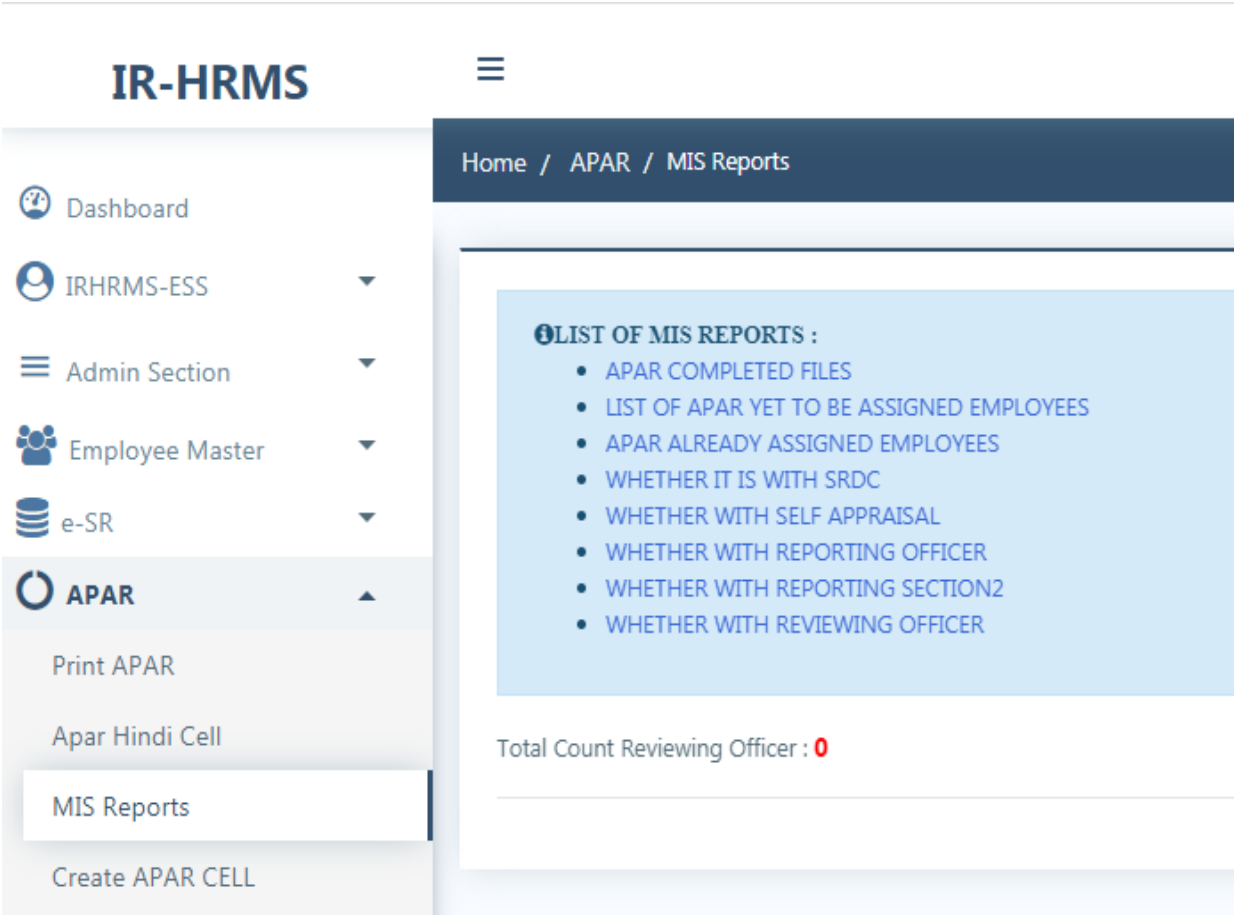
APAR Form can be Filled in Using English or Hindi

Assessment Template for Authorities

Predictive Text Reduces Data Entry Effort

Zeroing Use of Keyboard with Speech to Text

Administration & Monitoring of APAR Process



- Facility to create APAR-Cell at Unit/ Department/ Sub-Department level
- Monitoring Form assignment activities
- Monitoring pendency at Service- Record-Dealing-Clerk
- Ensuring timely completion of Self-Appraisal
- Ensuring timely completion of assessment and rating of Performance
- Ensuring timely completion of reviewing of APAR
- Ensuring timely completion of performance appraisal

Rule Engine for APAR Administration

Constitution of APAR Administration Cells

- System facilitates 3-tier APAR Administration
- Unit Admin constitutes APAR Monitoring Cell of Unit
- APAR Monitoring Cell constitutes Department Level APAR Cell
- Department Level APAR Cell constitutes Sub-Department Level APAR Cell

Mapping of APAR Form to Employees

- All non-gazetted employees are covered under this module
- There are 14 different types of APAR Form
- Rule based automatic mapping of APAR Forms to employees
- APAR Forms are mapped according to Department-Designation and Pay Level
- Mapping in exception of Rule is also possible

Configuring Workflow for APAR

- Rule-based provisioning of APAR Form to Appraisee if Self Appraisal is applicable
- Rule-based assignment of Reporting, Reviewing and Accepting Authority
- Rule based assignment of Appellate Authority
- In exception of rule, assignment of Reporting, Reviewing and Accepting authority as well as Appellate authority is also possible

Part-I of APAR Form is Filled by Dealing Clerk

- Service details is retrieved and populated on APAR Form
- Service Record Dealing Clerk verifies and updates following data of employee if necessary

(HRMS Id, Employee Name, Date of Birth, Dept., Designation, Station, Pay Level & Basic, Date of Appointment to present Grade, Type of Officer, Education, Exams Passed this year, Community, Is employee a Trainer)

- APAR Form is provided by SR-DC to initiate APAR Process

APAR Form – Who's Who

Pay Level	Designation	Form
Level-1	All	Single Form
Level-2 & 3	All	Single Form
Level-4 & 5	All	Annexure-5
Level-6 & above	Teaching Staff	Annexure-4
Level-6 & above	PWI, APWI, Signal Inspector	Annexure-3
Level-6 & above	IOW, AIOW	Annexure-2
Level-6 & above	All designation Including Workshop Staff (Excluding Teaching Staff, PWI/APWI, IOW/AIOW)	Annexure-1
4200	Raj Bhasha Staffs	Raj Bhasha Form
	RB-Section Officer, RB-Desk Officer	RBD Form-1
	RB-UDC, RB-LDC	RBD Form-2
	RB-PA, RB-Steno	RBD Form-3
	RB-Assistants (Excluding Section/Desk Officer, UDC, LDC, PA and Steno)	RBD Form-4
Level-3 & 4	RPF Employees	RPF Florm-1
Level-4 & 5	RPF Employees	RPF Florm-2

7-Parts of APAR Form

Self Appraisal by Appraisee

Section – I, Part – I:
Service Detail Prefilled by Service Record Dealing Clerk

Section – I, Part – II:

(Self Appraisal)

- Brief description of the duties

Resume of the year (multiple entries)

- From Date
- To Date
- Achievement or Shortfall in this period

Assessment by Reporting Officer

Section – I, Part – III:

- Agree with the statement made in Self Assessment
- Character & Habit
- Departmental Ability
- Special aptitude
- Disability if any
- Reliability
- Relations with others
- Power of drafting
- Knowledge of rules
- Ability to conduct enquiries
- - - -

Reviewing Officer's Remark

Section – I, Part – IV:

- Reviewing Officers Remark on Reporting Officer's Assessment

Reporting Officer's Rating

Section – II, Part – V:

- Qualities of leadership
- Capacity to take decision
- Willingness to shoulder higher responsibility
- Ability to inspire staffs
- Ability to enforce descipline

Reviewing Officer's Remark

Section – II, Part – VI:

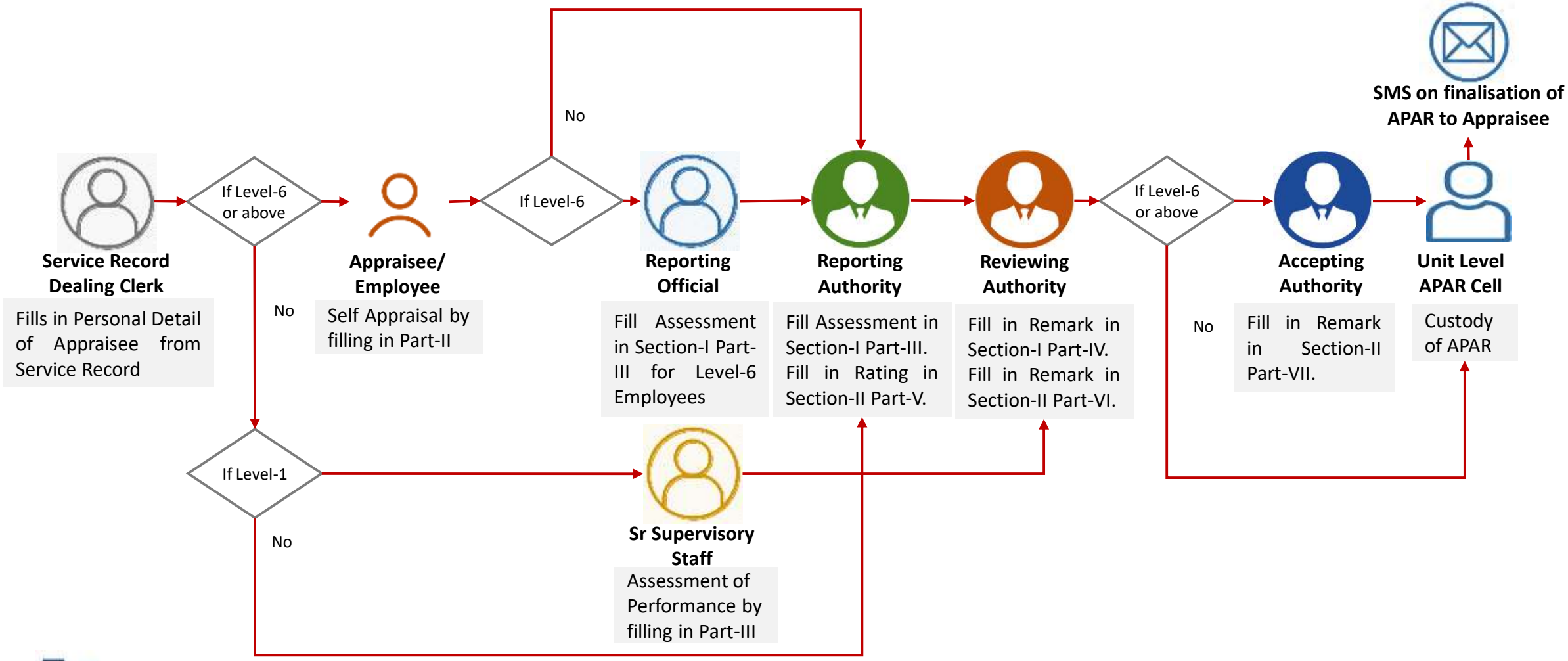
- Reviewing Officers Remark on Reporting Officer's Rating
- Signature of Reviewing Officer using Digital Signature

Accepting Officer/ HOD's Remark

Section–II, Part – VII:

- Accepting Officers Remark on Reporting Officer's Rating
- Signature of Accepting Officer/ HoD using Digital Signature

Rule based Workflow for Processing of APAR



Workflow for Appeal

Appraisee/ Employee

Appraisee check the finalised APAR within window time. If aggrieved, s/he submits representation to Unit-APAR-Cell appealing against APAR assessment and rating

Unit Level APAR Cell

The APAR-Cell forwards Appraisee's representation with copy of finalised APAR to Appellate Authority

Appellate Authority

Appellate Authority review the assessment and ratings recorded on APAR. Then records own Opinion on the Assessment and returns back

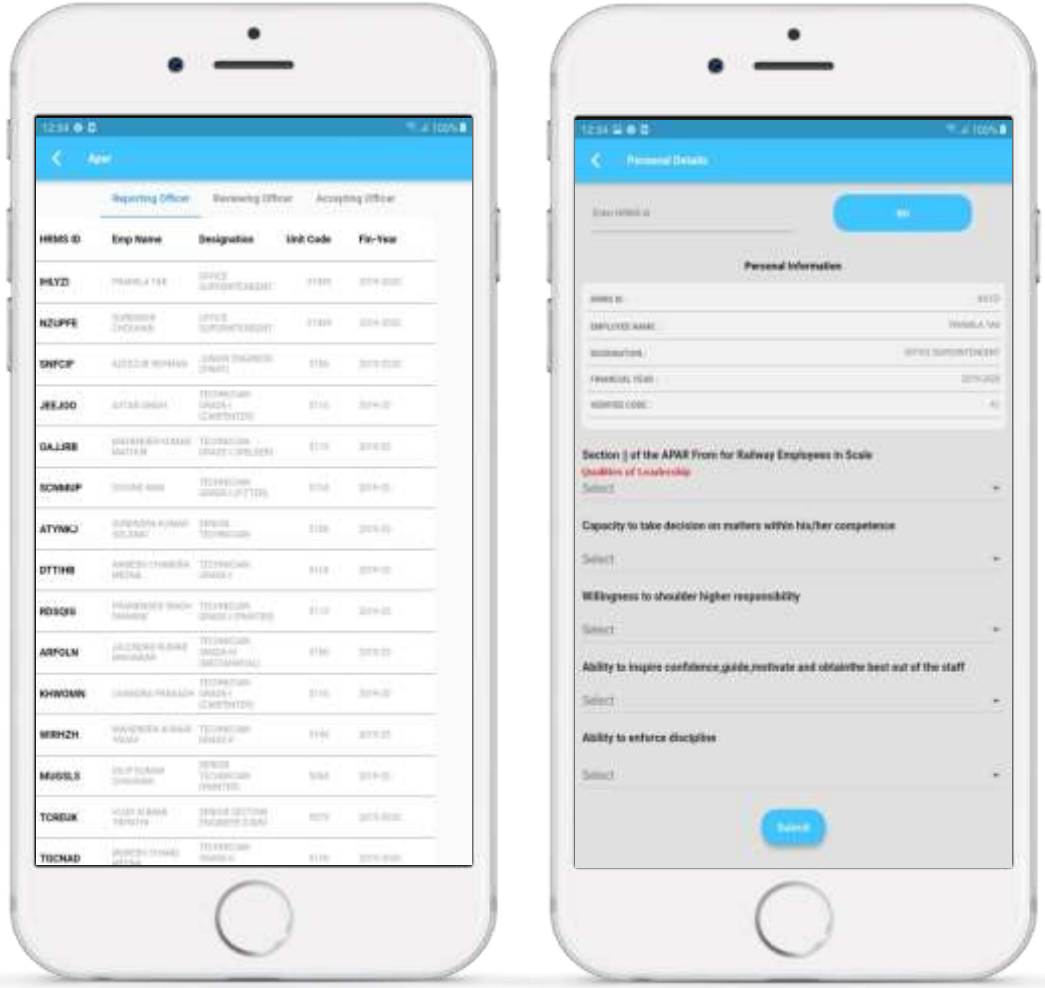
Unit Level APAR Cell

APAR Cell receives the Opinion of Appellate Authority for record. Intimate the Appraisee about the outcome of Appeal process

Appraisee/ Employee

Proceeds to intimate the Appraisee about the outcome of the Appeal Process through SMS to Appraisee's registered mobile number.

APAR Mobile Apps



- Mobile Apps are going to be released shortly to keep APAR Processes handy
- To be made available both on Android and iOS platform
- Separate modules are available with the mobile app for different APAR Authorities
- Role-wise access for Reporting/ Reviewing/ Accepting Authorities

Live Demonstration