



Estt. Srl. No. 182/2024
RBE No- Nil

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

पूतरे/कार्मिक/आर ECoR/Pers/R/Transfer.

Date: 18.12.2024

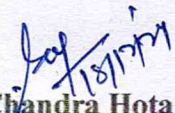
**ALL PHODs/CHODs,
DRMs/CWM/CAO&CPM,
East Coast Railway, Bhubaneswar.**

Sub: Processing of Administrative Transfers through HRMS.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. PC-VII/2024/HRMS/34 दिनांक 02.12.2024 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

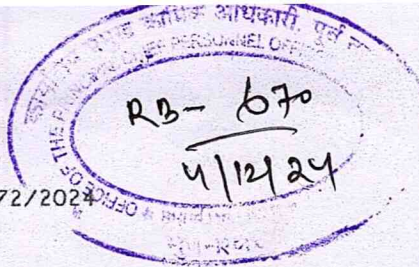
A copy of Railway Board's Letter No. PC-VII/2024/HRMS/34, dated 02.12.2024 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(Subash Chandra Hota)
Assistant Personnel Officer - II
For Principal Chief Personnel Officer.

Copy to:-

1. Secy. to GM & AGM,
2. Chairman-RRB&RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.



PC-VII/2024/HRMS/34

I/3110872/2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. PC-VII/2024/HRMS/34

New Delhi, dated: 02.12.2024

To,

Principal Chief Personnel Officer,
All Indian Railways/PUs/TIs.
(As per standard mailing list)

Sub : Processing of Administrative Transfers through HRMS

The Transfer Module of HRMS has been re-designed to accommodate all kind of Transfers, including submission of application, processing, approval, issue of orders and joining of the transferred employees. On-hands training for operation of the said Module was imparted to the railway officials at CRIS office from 24.09.2024 to 27.09.2024.

2. However, the launch of module has been put on hold since porting of legacy data relating to manual transfer applications has not been completed by many Field Units and extended timelines were provided to the Railways to complete the same. Pending completion of this process, it is decided by the competent authority in Board's office that the re-designed Transfer Module be launched partially across all Field Units w.e.f. 1st December, 2024 to cover the office order provisions in respect of the following:

- i. Processing of all new administrative transfer applications shall only be done through HRMS w.e.f. 01.12.2024.
 - ii. Issuance of orders relating to administrative transfers, posting of medically de-categorized staff, promotion orders shall only be done through HRMS.
 - iii. Issuance of manual orders in respect of the aforesaid processes shall be stopped w.e.f. 15.12.2024.
3. This issues with the approval of competent authority.

Signed by Jaya Kumar G

Date: 02-12-2024 11:21:04

(JAYA KUMAR G)

Joint Director, Pay Commission & HRMS

Railway Board

(Ph. No: 011-47845125)

(e-mail: jaya.kumarg@gov.in)