

Employee Self Service Portal

The Web based “Employee Self Service Portal (ESS)” was developed by Personnel Branch, Computer Centre, Headquarters which will be available in Railnet.

This ESS portal is developed with an intention to facilitate the Officers and Staff (for whom Salary is being claimed in Headquarters Personnel Branch) to download Payslips (Mar-20 to Aug-20) in PDF File format that are not being printed and distributed due to COVID-19 pandemic.

Income Tax Form-16 (Part-A & B) digitally signed for the FY 2019-20 and Projections for the FY 2020-21 (Old and New Regime) are also available in PDF file format for download.

All serving officers and Staff who were on roll as on 31st Aug 2020 have been automatically ported to the ESS portal. Users can view their payslips/Income Tax documents only for the period they were in HQ Payroll and any new officers/staff who have joined HQ subsequently should contact their respective Bill Clerks for creating users in ESS Portal once their first Salary is claimed in HQ.

The procedure for using the ESS portal is detailed below.

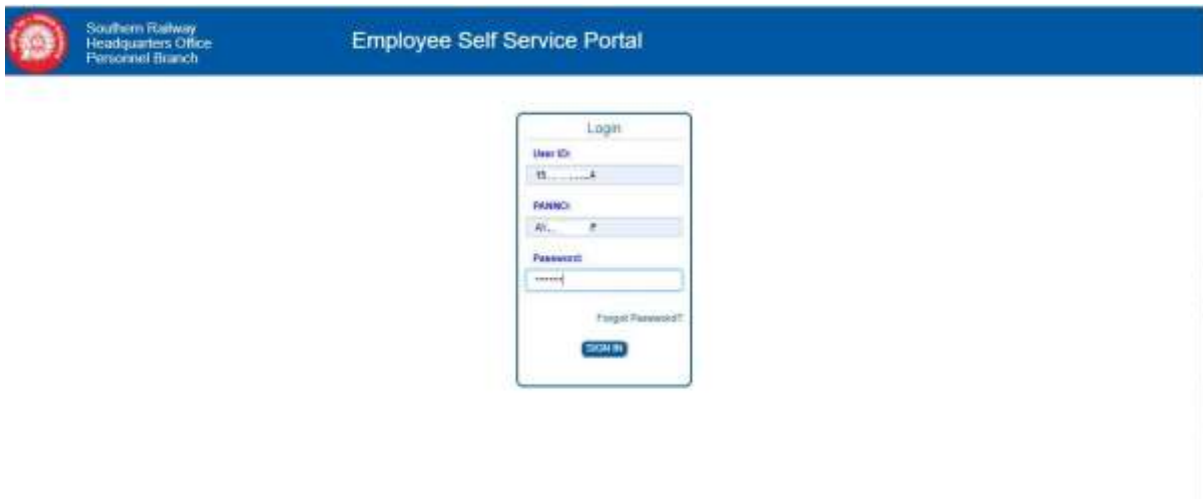
1. Logging in to the Portal

Please type the following address in the URL 10.5.2.32. and press enter to visit Southern Railway Homepage in RAILNET. Then ‘Click’ on the Personnel link available on the left. You will land in Headquarters Personnel Branch Website. Then Click on the “Employee Self Service Portal”. You will be prompted with the following screen.

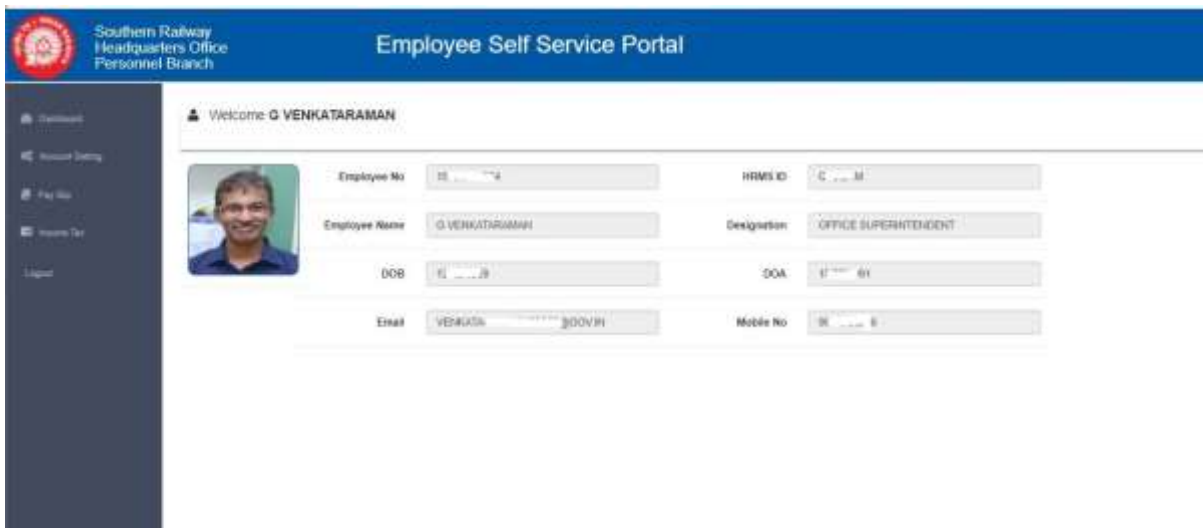


The screenshot displays the login interface for the Employee Self Service Portal. At the top, there is a blue header with the Southern Railway logo on the left and the text 'Southern Railway Headquarters Office Personnel Branch' and 'Employee Self Service Portal'. Below the header is a white login form titled 'Login'. The form contains the following fields and elements: 'User ID:' with a text input field and a hint 'IPAS Employee No.'; 'PANNO:' with a text input field; 'Password:' with a text input field and a hint 'Type 000123456789'; a 'Forgot Password?' link; and a blue 'SIGN IN' button at the bottom.

The Officer/Staff can enter IPAS employee no. in Userid, Income Tax PAN and Date of Birth in ddmmyyyy format (for first time) or already saved / modified password and click “Sign In” to login to the ESS portal. They can change their password after successful login which can be done through “Change Password” option available under “Account Settings”.



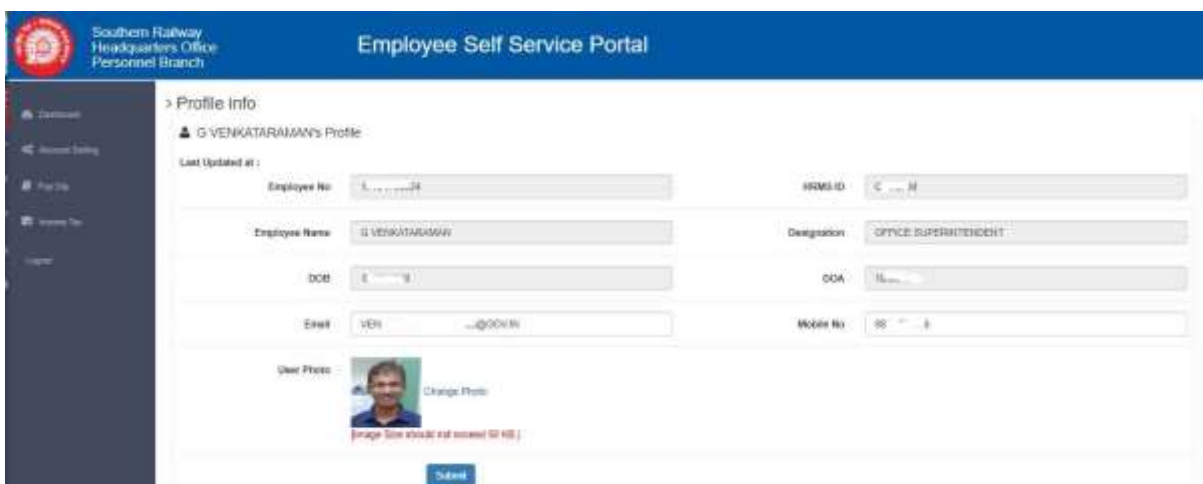
On Successful login user will be displayed with their profile information. To change the profile information (email and mobile no only) they can go to 'Profile' in 'Account Settings' menu section on the left



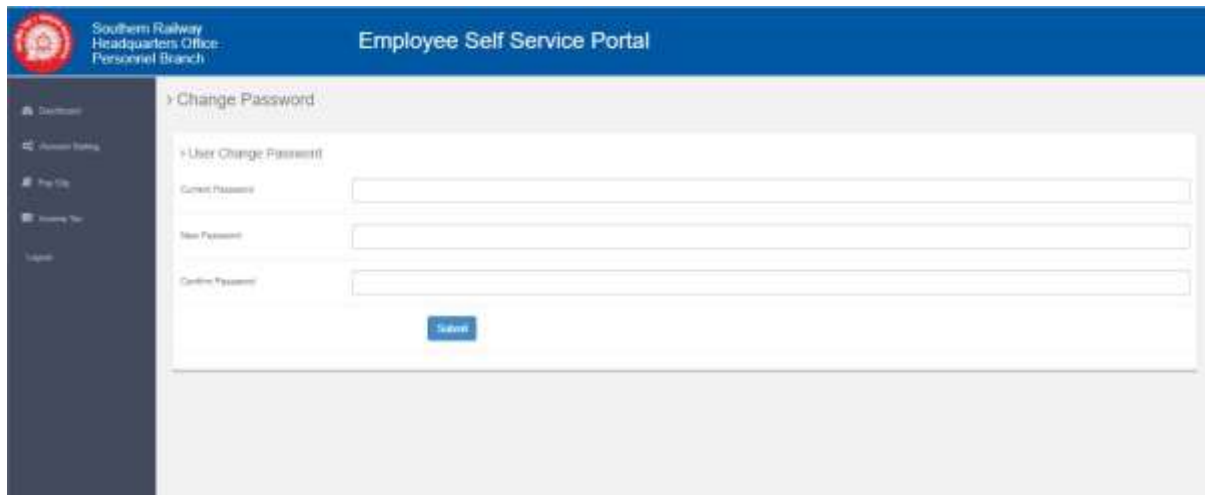
2. Account Settings:

The email, mobile no and Photograph of the user can be updated through "Profile" menu available under "Account Settings" menu. The Maximum size of image should be restricted to 50 KB and file format should be jpg, png or gif.

Finally press 'Submit' button to save the changes



Users can also change their password after successful login through “Change Password” option available under “Account Settings”.



The screenshot shows the 'Employee Self Service Portal' interface. The header includes the Southern Railway logo and 'Southern Railway Headquarters Office - Personnel Branch'. The main content area is titled 'Change Password' and contains a sub-section 'User Change Password'. It features three input fields: 'Current Password', 'New Password', and 'Confirm Password', followed by a blue 'Submit' button. A left sidebar contains navigation options like 'Dashboard', 'Account Setting', 'Pay Slip', 'Income Tax', and 'Logout'.

Users can change their login password here. Users have to enter the current password, i.e., DOB in ddmmyyyy, if not changed already, and type new password and confirm the password again. In case there is a mismatch in the current password or 'New' and 'Confirm' password then an error message will popup. On pressing 'Submit' button, after successful validation the password is updated.

3. Salary Details

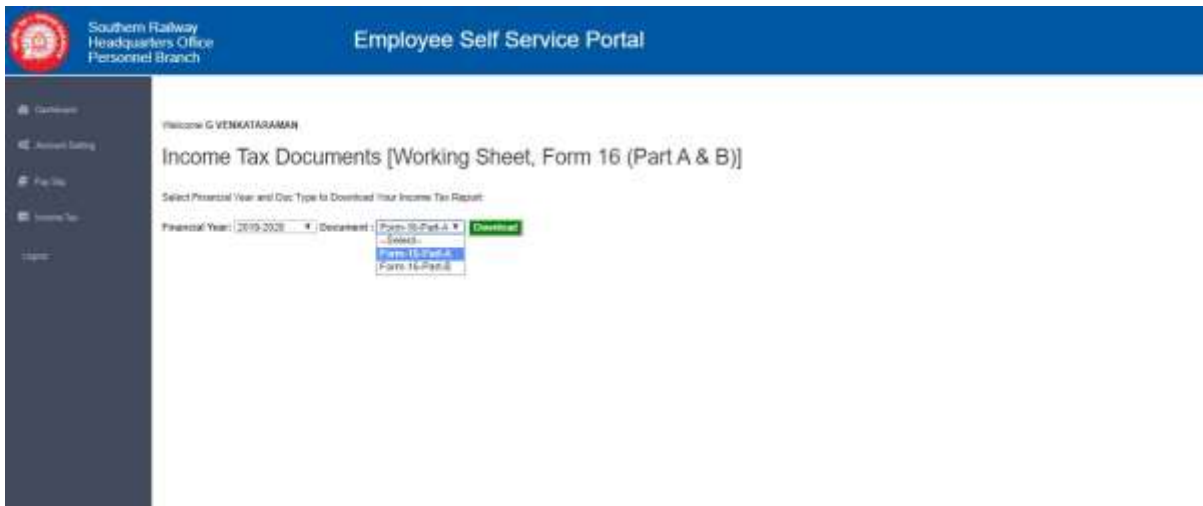


The screenshot shows the 'Salary Slip' section of the Employee Self Service Portal. The header is the same as in the previous screenshot. The main content area displays 'Welcome G VENKATARAMAN' and 'Salary Slip'. Below this, there is a prompt 'Select Year and Month to Download Your Pay Slip (2020)' with a dropdown menu for the year (set to 2020) and a dropdown menu for the month (with options: March, April, May, June, July, August). A green 'Download' button is visible to the right of the month dropdown. The left sidebar is identical to the previous screenshot.

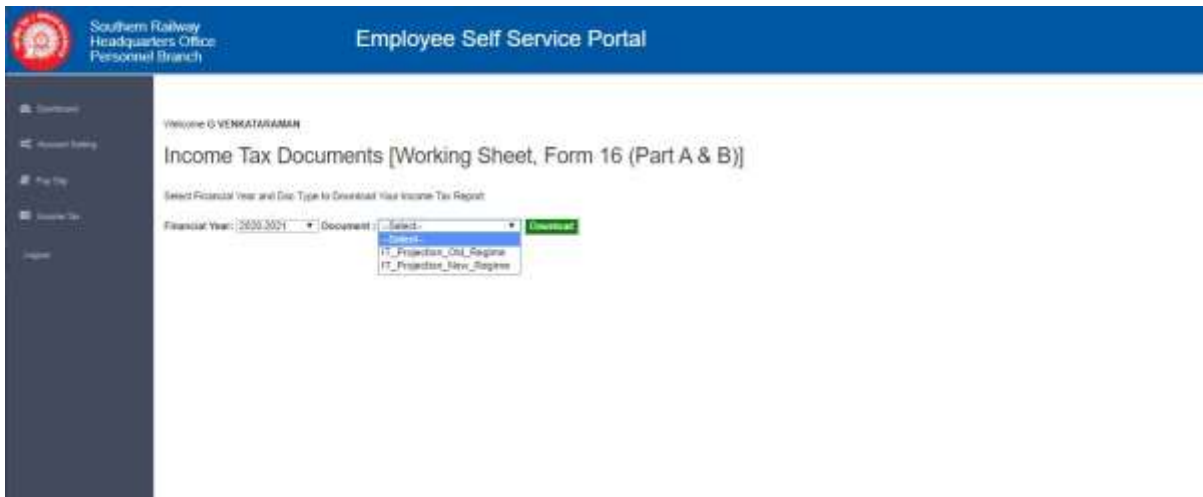
This Screen is provided for users to download their Payslip, which is not being printed since March 2020 due to ongoing COVID-19 pandemic, by selecting year and Month from the drop down list and pressing the 'Download' button. Files will be automatically saved to the default download directory in their Computer.

4. Income Tax

This menu is provided to users for downloading their digitally signed Income Tax Form-16 Part-A (TRACES) and Part-B (IPAS) for the last financial years (2019-20) and the Income Tax Working Sheet for the current financial year (2020-21) (New Regime and Old Regime)



The same can be downloaded by selecting the Financial Year and Document option from the drop down and pressing the download button. The file will be saved to the default download directory on their PC.



Similarly Income Tax Working Sheet for the FY 2020-21 (New Regime and Old Regime), can be downloaded by selecting the Financial Year and Document option from the drop down and pressing the download button. These files will also be saved to the default download directory on their PC.

5. **Logout**

User can logout of the ESS Portal by pressing “Logout” menu item available on the left.

6. **Forget Password**

Using 'Forget Password' option the users can reset the password.



On clicking this option user will be prompted to enter 'Ipas Empno, PAN and Date of Birth, New password and Confirm Password'.

Note: The New password and confirm password should be the same

In case of any difficulty users may approach their respective bill clerks with proper records for resolution. For any assistance / queries users can contact System Staff on Railway no. 23112.