

I/11377/2020

## दक्षिण रेलवे/SOUTHERN RAILWAY



मंडल कार्यालय/Divisional Office,  
कार्मिक शाखा/Personnel Branch,  
सेलम /Salem – 636 005.

सं./No. SA/P. SR-SA0PB(COMP)/4/2020

तारीख/Date: 07.09.2020

**All Supervisory Officials / SA Division**

Sub: HRMS (Human Resource Management System) –  
Implementation of Employee Master Data & e-SR modules–reg.



Indian Railways has introduced the HRMS Mobile Application (Human Resource Management System) as a new initiative. This initiative targets to bring all the Railway Employees on the employee portal so that all the processes of personnel management starting right from appointment to retirement will be on the digital platform.

Employees may download the HRMS Mobile Application through Google Play Store or Click the link ☞ <https://bit.ly/32x37pt>

After downloading the above said mobile applications, employees kindly click the New Registration and then put the 11 Digit Employee No. (PF No.) and submit. After submission, the screen will show the details such as Name, **HRMS ID**, IPAS No., Mobile No etc., and if your mobile number is not correct kindly submit response in the link ☞ <https://bit.ly/3gBRblb>

Employees are advised to submit their correction of Mobile Number only one time and further you can't able to submit again. Hence, you are advised to submit the details carefully.

Employees are advised to kindly note their **HRMS ID**, which will have utilized for all the purchases i.e., Login ID for HRMS Web Application.

If the details are correct Click One Time Password (OTP) and you will receive the OTP. Based on OTP you can process further.

After Opening of data you can see your Scanned SR, e-SR and e-Pass, etc. In e-SR you can verify the Bio-Data, Employment Details, Family, Qualification, Nominations, Awards, Punishments, Pay Change History, Promotions & Transfers. If you see any wrong entries put your Remarks and submit immediately. **Remarks can be submitted 3 times only for each tab.** You will not be allowed to send your remarks further.

As and when the remarks submitted the details will be received by the Dealing Clerk and they will verify the details and if required they will correct the same.

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**For e-Pass: -**

The employees those received a message as “**Your Manual Pass legacy data has been entered into the system. Kindly login to HRMS application to check the same**” are advised to login through Web Browse (Google Chrome) (<https://hrms.indianrail.gov.in/HRMS>).

Your HRMS ID is your Login ID and Password is “Test@123” if you are logged earlier and further you have to change your password.

After login, in the web browser you will see a tab named as Pass. Please click the same and Click Pass Set List. Verify the availed Pass / PTO details and confirm the same. Further your will required to click Family Declaration tab and verify all eligible dependents name are available and confirm the same. If you have any mismatch of the dependents, please contact your Pass Clerk to rectify the same.

If you are not confirming the Pass availed details and Family Composition details, necessary E-Pass cannot be obtained on or after 01.11.2020. No Manual Pass/ PTO will be issued w.e.f. 01.11.2020.

Please note.

Digitally signed by  
THIRUMURUGAN S  
Date: Mon Sep 07 14:38:55 IST  
2020  
Reason: Approved  
मंडल कार्मिक अधिकारी/Divisional Personnel Officer,  
दक्षिण रेलवे/सेलम/Southern Railway / Salem.

**C/- PS to DRM for kind information of DRM/SA**  
**PS to ADRM for kind information of ADRM/SA**  
All Branch Officers SA Division  
DS's/SRMU, AISCST, AIOBC & RPF Assn.