



मुख्यालय कार्यालय/Headquarters Office

कार्मिक शाखा/Personnel Branch

चौथी मंजिल, रेलनिलयम/4th Floor, Railnilayam

सिकंदराबाद/Secunderabad-500025

Telephone (Rly): 070-86969, BSNL: 040-27820462

संख्या/No.SCR/P-HQ/522/HRMS/Misc

दिनांक/Date: 12.01.2023

Sr.DPOs/DPOs - SC, HYB, BZA, GTL, GNT & NED

WPOs - RYPS, TPYS & MFT

SPO/Con

विषय/Sub: Data Sanitization Fortnight - 16th Jan to 30th Jan, 2023

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The Human Resource Management system has been rolled out all over Indian Railways to a large extent with a number of it's modules having been stabilized over the last one to two years. Now the higher level modules such as cadre management and leave management etc., are in the process of being rolled out. However, these modules can only be successfully implemented when the entire back end data base of the employees are 100% correct and verified. Though data feeding has been completed as a one time exercise earlier, certain gaps remain which often keep coming to notice. It is therefore important that we sanitize the data hundred percent for which SCR will be observing Data Sanitization Fortnight from 16.01.2023 during which period it is proposed to contact each and every employee personally through the Welfare Inspector and certification of the concerned employee taken regarding critical fields of the data base.

The whole exercise is visualized to be carried out as under:

Bill unit wise list of all employees to be taken from HRMS showing the crucial fields of Name, Designation, Place of posting, Community, Pay level, Rate of pay, Date of entry in the last two/three grades, Educational qualification, Family declaration and Leave balance (copy of format enclosed, as per which Bill Unit wise list be drawn from HRMS).

The Welfare Inspectors with list of the employees over their respective beats should contact them once/twice during the fortnight and apprise them of the personal data in the HRMS and change to be made if any, based on valid evidence. Wherever the changes are to be made, suitable evidence should be collected from the employees which should be verified at the divisional office before editing the data base. Signature of the concerned employee should be taken in relevant column. The list should be countersigned by the Welfare Inspectors and concerned Senior Supervisor as a proof of data sanitization to be done after being subjected to necessary check at the divisional office. Subsequently a certificate need to be issued to the employees regarding sharing of SR details with him as required under rules. Format of the certificate will follow.



(Rajiv Kishore)

प्रमुख मुख्य कार्मिक अधिकारी/PCPO

CC :- To PFA & PCSC : They should get similar exercise done for their staff.

FORMAT FOR DATA SANITIZATION IN HRMS

Bill Unit _____

S.No	IPAS ID	HRMS ID	Name	Designation	Gender	Father Name	Mother Name	DOB	DOR	DOA	Mode of Appt.	Cover Under NPS Scheme	Pay Level & Present Rate of Pay	Education Qualification	Community	Date of entry Last Two promotions		Leave Balance (LAP / LHAP)		Employee Signature
																Previous	Present	LAP	LHAP	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		18		19

xxxxxxx

(Signature)
Welfare Inspector

xxxxxxx

(Signature)
Supervisor

NOTE: To be printed in A3 size paper, so that it comes in one row.