

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. PC-VII/2020/HRMS/23

New Delhi, dated: 17.11.2020


To,

**All General Managers,  
All Zonal Railways & Production Units**  
(As per standing mailing list)

**Sub : Launching of Office Order module of HRMS.**

Office Order module of HRMS has been launched by CRB & CEO through video conferencing on 16.10.2020. This module has been designed with a purpose to capture the movement of each and every employee, from entry to service till exit in his career and thereby addressing the issue of dynamic nature of data already captured in the two modules of HRMS (Employee Master & e-SR) which required frequent updation on the progression and movement of each employee.

2. In order to avoid frequent manual updation of the data already captured, it is advised all the activities associated with each employee such as promotion, non-functional upgradation, MACP, transfer etc. shall be compulsorily operated through Office Order of HRMS from 1<sup>st</sup> December, 2020. Detailed guidelines in this regard has already been issued vide Board's letter dated 21.10.2020 and uploaded on [indianrailways.gov.in](http://indianrailways.gov.in).
3. This issues with the approval of Competent Authority.



**(Jaya Kumar G)**  
**DDPC-VII & HRMS**  
**Railway Board**  
PH. No. 011-47845125

No. PC-VII/2020/HRMS/23

New Delhi, dated: 17.11.2020

Copy to:

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

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8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISSET, 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.



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

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New Delhi, dated: 17.11.2020

**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

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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