

East Coast Railway

No. WP/IT.Cell/HRMS

Office of DRM (P)
Waltair, 11 Jan.2021.

All Branch Officers
East Coast Railway, Waltair.

- Sub. Rollout of new modules of HRMS with immediate effect.
- Ref. 1. RB letter No. PC-VII/2020/HRMS/6(Pt.), dt.22.12.2020
 2. RB's guidelines circulated Vide letter No.PC-VII/2020/HRMS16, dt.14.12.2020.
 3. Sr.DFM/WAT's letter No.Sr.DFM/WAT/PF/Policy guidelines /218, dt.07.1.2020.

Please refer to the guidelines/Policy decisions circulated by Railway Board cited under reference's No. 1 & 2 (Copy enclosed) for strict compliance. Sr.DFM/WAT has advised to follow the same guide lines with immediate effect.(Copy enclosed). *at Folio. 2.*

As you are aware 10 HRMS modules have already been launched last year by CRB & CEO, Railway Board and emphasized for its implementation taking HRMS functions on mainstream and its features to the ground level. Your cooperation is, therefore, sought in implementation of following HRMS modules for the staff in a user-friendly manner:

1. PF Module

Henceforth employees may be encouraged to submit PF applications as per HRMS IDs on line. The employee has to fill the PF application in HRMS module and forward it to the bill section dealer, who will verify the same and re-verified by bill section in-charge and pass on the same to APO/DPO for sanction and passed on to ADFM/DFM for final passing and payment to the staff, thro' IPAS salary account number.

2. Settlement module :

Employees under your control may be informed that settlement of NR and ONR, VR cases henceforth will be dealt in HRMS module, as per their IDs. The Welfare Inspectors will execute the cases on-line with finger prints etc. taken in scanners on settlement papers, who are also being provided necessary infrastructure like Laptops, signature pads to obtain signatures of the employees and their respective family members and record photographs in the HRMS modules.

3. ESS Module

Now that ESS module is active i.e. Employee Self Service in HRMS. Employee can raise a request and forward the same to this office concerned bill dealer to accept the changes done by him, as follows :

Employee can edit in **Employee Master**: 1.Basic Information, 2.Family, 3.communication, 4.Personal details, 5.Qalifications etc, and in **ESR**: 1. Initial appointment. 2. Awards. (Including uploading of supported documents).

In view of the above, it is advised all employees to follow the guidelines for the above items and strictly implement the same with immediate effect without any deviation. **Henceforth no manual applications in PF advance will be entertained after 31.01.2021.** Your cooperation is requested.

K S N Raju
(K S N Raju) 11.1.2021
Sr Divl Personnel Officer
E.Co.Railway/WAT

Copies enclosed. *Guidelines enclosed at F. 3&4.*

C/- Chief OS (G) for kind information of DRM/ADRM.

C/- All Bill Sections In-charges of Sr.DPO/WAT office for strict compliance for Sr.DPO/WAT.



User Manual for PF Loan & Advance Module of HRMS Indian Railways

Published by **admin** on December 18, 2020

PF Loan & Advance module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the PF Loan & Advance Module was also provided by CRIS to all the employees.

Vide Railway Board's letter No. PC-VII/2020/HRMS/16, dated: 14.12.2020, a **User Guide** and a **detailed User Manual for PF Loan & Advance Module of HRMS** was circulated.

PF Loan Application: User Guide



Employee

- Go to <https://hrms.indianrail.gov.in/HRMS>
- Enter User Id, Password and OTP.
- Go to Loan and Advances -> My PF Loan Applications menu.
- Click on "New Application" Button.
- Employee's basic, bank details, last PF loan details and PF balance are shown.
- Employee selects PF loan type, withdrawal reason, enter amount, remarks and submit.



PF Loan Dealing Clerk/Verifying Authority/Accepting Authority

- Click on Loan and Advances ->PF Loan Applications menu
- List of Applications are shown.
- Click on Application number.
- PF loan application details are shown.
- Enter remarks and press forward/Reject button.
- Accepting Authority digital sign application and accept. On accepting a PDF file is generated and digitally signed. Same Signed PDF file along with application data is sent to account dept through IPAS system.
- On every change of status of PF Loan application, a SMS is sent on employee mobile number.



Applications menu.

PF Loan and Advances- User Manual



|| For Unit Admin

1. Go to HRMS application <http://10.77.48.16:8080/HRMSDEV/> and login using HRMS ID & Password
2. Enter OTP as 31120.

A. PF Loan Dealing Clerk, PF Loan Verifying and PF Loan Accepting Authority creation

1. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
2. Enter the *IPAS ID/ HRMS ID* of the user and click on 'Go' button
3. Enter the mobile number of the employee and select user type as 'LDC'/'LVA'/'LAA' for PF Loan Dealing Clerk, PF Loan Verifying Authority, PF Loan Accepting Authority respectively from the dropdown and click on 'Create User'.

4. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
5. Add role of 'LDC'/'LVA'/'LAA' for PF Loan Dealing Clerk, PF Loan Verifying Authority, PF Loan Accepting Authority respectively to user.

B. LDC, LVA, LAA mapping

1. Login to HRMS application with Unit Admin's ID.



EAST COAST RAILWAY

Sr. DFM's Office
DRM Office Complex
Visakhapatnam.

Dt: 07.01.2021.

No. Sr.DFM/WAT/PE/Policy Guidelines/ 21 &

To

The Sr.DFO/ECOR/WAT
The Sr.DEN(Co-ord)/ECOR/WAT
SPO/CON/ECOR/WAT
Sr.DSC/ECOR/WAT

Sub: Processing of P.F.Loan applications through HRMS Module.
Ref: 1.Railway Board letter No:PC-VII/2020/HRMS/6(Pt), dt: 22.12.2020
2.Railway Board Letter No:PC-VII/2020/HRMS/16, dt: 14.12.2020

Please recall the Railway Board letters cited under reference (1) wherein it was instructed **process all P.F. Loan applications through HRMS module w.e.f:01.01.2021.** Necessary User Guide and Manual is also attached to that Board's let cited under reference(2).

However, no such application is found forwarded through HRMS module till date to Accounts Department.

The above practice should be implemented **with immediate effect.**

Therefore, it is advised to instruct the all salary bill compiling officials accordingly.

[Signature]
ADFM-II
for Sr.DFM/ECOR/WAT
[Signature]
07/01/21

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GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/6(Pt.)

New Delhi, dated: 22.12.2020

The General Manager/CAOs(R),
All India Railways & Production Units,
(As per mailing list)

Sub: Rollout of new Modules of HRMS w.e.f. 01.01.2021

The following modules of Human Resource Management System (HRMS) were launched by CRB & CEO on 26.11.2020 for use by the employees and pensioners of Indian Railways.

1. PF Loan & Advance Module
 2. Settlement Module
 3. Employee Self Service (ESS)
 4. Post Retirement Complimentary Pass & Widow Pass Module
2. Training for the above modules was imparted by CRIS in 24 online sessions to all the Railway Units and the relevant user guidelines for these modules have also been issued and uploaded on the website of Railway Board vide letters dated 14.12.2020.
3. Accordingly, it has been decided by the Competent Authority that w.e.f. 1st January, 2021, all the aforementioned modules shall become fully operational for carrying out the administrative functions regarding the said modules **exclusively** on the relevant HRMS modules in all the offices of Indian Railways.
4. In view of the above it may please be noted that w.e.f. 01.01.2021, all the applications/requests regarding issuance of Complimentary Pass/PTO for serving employees, PF Loan & Advance, Settlement and various functionalities contained in the Employee Self Service Module shall be made and processed only through the relevant module of HRMS.
5. As regards date of compulsory implementation of e-Pass Module for pensioners, Board's instructions contained in letters of even number dated 16.11.2020 and 17.11.2020 shall continue to apply.
6. This issues with the approval of Competent Authority.


(JAYA KUMAR G)

Deputy Director/ Pay Commission-VII & HRMS
Railway Board
(Ph. No: 011-47845125)