

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

File No. PC-VII/2022/HRMS/15

New Delhi, Dated : 12 /07/2022

The Principal Chief Personnel Officers,  
All Zonal Railways/PUs/TIs  
(As per standard mailing list)

**Sub: Implementation of Transfer Module of HRMS in Indian Railways- reg.**

The development of the Transfer Module of HRMS has been completed and testing of the same has also been done in Eastern/Southern Railways. The tentative date for the launch of the module is **01.08.2022**. In this regard, it has been decided that the training sessions on usage of the Transfer module will commence w.e.f. **15.07.2022** as per the schedule enclosed herewith as **Annexure-A**. The Railways may nominate the officials who are handling the transfer related module to undertake this training session.

2. Prior to the launch of the module, the legacy data with respect to Inter Railway/Inter Division transfers are required to be entered into the Transfer module of HRMS. The procedure and the user manual for entering the legacy data in Transfer module is enclosed herewith as **Annexure-B**. It may be appreciated that entry of legacy data is very much crucial for maintaining the continuity and success of Transfer module as from 01.08.2022 onwards, the entire process of transfers will be operated through HRMS only. As such, due diligence may be exercised while entering the legacy data and the entire process may be completed by **25.07.2022**.

2.1 It may also be ensured that all existing cases be registered whether they have been accepted or not, as in future, the employees will be able to register directly online. The existing applicants shall not lose out due to their names having been missed out during the data uploading.

3. It is also advised that all the Field Units may advise the practice regarding maintaining the priority list w.r.t. IRT and IDT i.e. whether the separate lists are being maintained or a unified list is being maintained. The preferred course of action may also be advised by 20.07.2022.

*Encl. as above*



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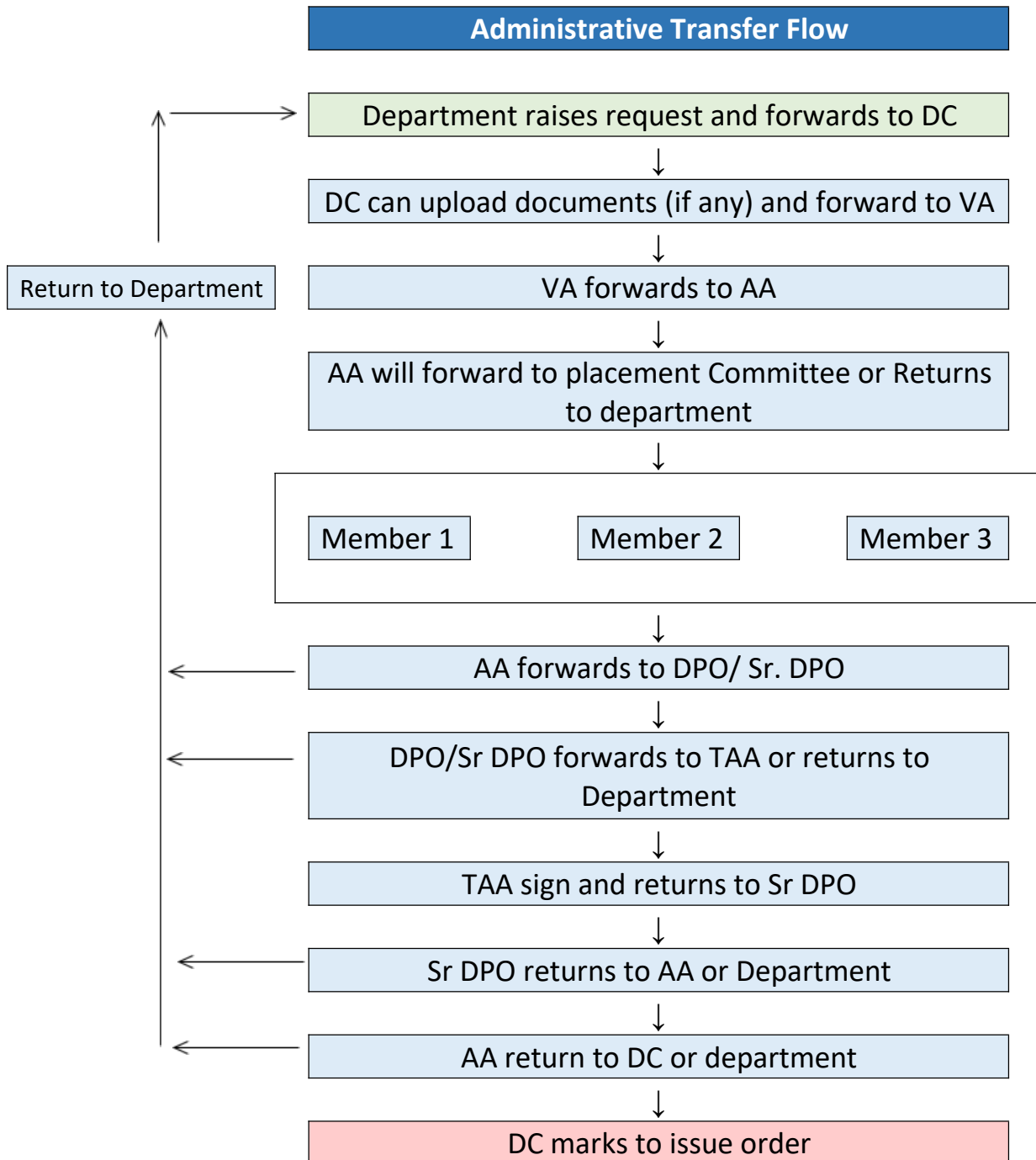
1. GM/EPS/CRIS
2. GM/HRMS/CRIS
3. Concerned Nodal Officers

Annexure-A

<b>Training Schedule for Transfer Sub-Module of HRMS</b>			
<b>Module</b>	<b>Date</b>	<b>Time</b>	<b>Railways / PUs</b>
Transfer Sub-module	15-07-2022 (Friday)	11.30-1300	NR, ER, NWR
		15.00-16.30	CR, WR, WCR
	18-07-2022 (Monday)	11.30-1300	SER+ Metro, NCR, NER
		15.00-16.30	SR+ ICF+ RWF+ SCR+ SWR
	19-07-2022 (Tuesday)	11.30-1300	Railway Board + All CTI + ALL PUs (except RWF, ICF)
		15.00-16.30	ECoR + NFR + NFR(Cons.), ECR, SECR
	20-07-2022 (Wednesday)	11.30-1300	COFMOW + IROAF + IRPMU + IRWO + RDSO + WPO + CTI + RRB + CORE

## Transfer Module - User Manual

### 1. Administrative Transfer



1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

## Creation of Transfer Cell - For Unit Admin

1. Go to '**Admin Section > Change Role**'
2. Assign role of '**Transfer Cell Member**' to required employee.

## Creation of Placement Committee - For Transfer Cell Member

1. Go to 'Transfer > Manage Placement Committee' Page.



2. To create new Committee enter committee name, HRMS IDs for three members of the committee and upload relevant approval document (if any)

Name of the Committee \*  Committee Approval Document  No file chosen

HRMS ID of Member 1 \*  :

HRMS ID of Member 2 \*  :

HRMS ID of Member 3 \*  :

Committee Validity Period

From \*  To

Remarks (if any)

3. To fetch list of active existing Committees, click on 'Load Committee List'.
4. Click on Committee ID to view details.

Placement Committees for JODHPUR WORKSHOP/ WSH

Search:

Committee ID	Name	Member 1	Member 2	Member 3	Status	Created By
104	Committee JUW 1	MKDQKU	WFGMFZ	JSQWRF	Active	IYUWR
106	Committee Jodhpur Workshop 2	OOLUZR	WFGMFZ	MKDQKU	Active	IYUWR

5. Click on 'Mark Inactive' button to mark committee as In-Active



Enter the HRMS/IPAS ID of the Employee and then click on Go to fetch the Details.

HRMS Id/IPAS Id \*

#### Employee Details

Employee ID: 533NPS05273 Employee Name: PRAHLAD BIJARNIYA

	Transfer From	Transfer To
Zone *	NORTH WESTERN RAILWAY(NWR) ▾	NORTHERN RAILWAY(NR) ▾
Unit/Division *	JODHPUR WORKSHOP (WSH) ▾	ALAMBAGH WORKSHOP (WSH) ▾ <small>Unit/Division is required.</small>
Station Place	JU	AMW
Office/Section	CWM OFFICE	CWM OFFICE
Department *	PERSONNEL ▾	PERSONNEL ▾
Sub Department	Please select ▾	Please select ▾
Designation *	SENIOR CLERK CUM TYPIST ▾	SENIOR CLERK CUM TYPIST ▾
Bill Unit No	3307426	0308171

6. Enter more employees by clicking on '+' icon
7. Click on 'Submit' to forward proposal to Personnel Branch

## Processing of Transfer Case - For Personnel Department

1. Login with Dealing Clerk's ID
2. Go to 'Transfer > Forward Transfer Requests'
3. List of all received transfer proposals will be shown, select 1 proposal to work upon.

Transfer

Forward Transfer Proposal

Return/Process Transfer Request

MPP HR Reports ▾

Settlement

Service Details For Retiring Employees

Forward Transfer Proposal

Select a Transfer Proposal from the list to view the Proposal raised by Department and click on 'Go' button.

Transfer Proposal \* --Select Transfer Proposal-- ▾

--Select Transfer Proposal--

TEST-PROPOSAL-20210622/REQ000000000098

4. Select 'Forward' for requests which need to be forwarded to VA and select VA to forward to

Transfer Proposal \*

Transfer Proposal ID: REQ000000000096      Proposal Date \* 14/06/2021

Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Request Status	Forward/ Return	Select Authority/Committee	Upload Docs (if any)
			Division / Zone	Designation / Department	Division / Zone	Designation / Department					
1	SPGZIQ (53307193099)	ASHOK KUMAR NIMESH	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SR AFA / ACCOUNTS	ALIPURDUAR (DIV) / NORTHEAST FRONTIER RAILWAY (NFR)	SR AFA / ACCOUNTS	<a href="#">View Details</a>	Submitted by Department to Personal Branch	Please Select <input type="text"/> Please Select <b>Forward to VA</b> Return to Department	Please Select	<input type="button" value="Choose file"/> N...sen <input type="button" value="Upload"/>
2	UAHGDS (53307642830)	KAILASH CHANDRA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	CHIEF OFFICE SUPERINTENDENT / PERSONNEL	ALIPURDUAR (DIV) / NORTHEAST FRONTIER RAILWAY (NFR)	CHIEF OFFICE SUPERINTENDENT / PERSONNEL	<a href="#">View Details</a>	Submitted by Department to Personal Branch	Please Select	Please Select	<input type="button" value="Choose file"/> N...sen <input type="button" value="Upload"/>

Click on 'Submit' button to submit the remarks  
Similarly VA needs to submit their remarks and forward the case to AA from the same menu.

### Assignment of Transfer Case to Placement Committee - For APOs

1. Go to 'Transfer > Forward Transfer Requests'
2. List of all received transfer proposals will be shown, select 1 proposal to work upon.

3. Select 'Forward' for requests which need to be forwarded to placement committee and select committee to forward to from the drop-down

Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Forward/ Return	Select Committee	Upload Docs (if any)	Remarks
			Division / Zone	Designation / Department	Division / Zone	Designation / Department					
1	AKDSDX (533NPS05273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL	<a href="#">View Details</a>	Forward	Please Select <input type="text"/> Please Select Committee JUW 1 Committee Jodhpur Workshop 2 Gazetted Committee	<input type="button" value="Choose File"/> N...sen <input type="button" value="Upload"/>	Remarks

- Click on 'Submit' button to submit the remarks.

### Record Meeting of Placement Committee - Committee Members

- Go to 'Transfer > Record Committee Meeting'
- Select one committee. List of assigned proposals to that committee will be shown. Select a proposal and click on 'Go' button to fetch details.

- List of requests of individual employees included in the proposal will be shown.
- Members can send the proposal for query to personnel branch using 'Return for Query' option. They need to enter their query and then select the employee from dropdown

Sr No	HRMS ID	Name	Division / Zone	Designation / Department	Division / Zone	Designation / Department	View	Member 1	Member 2	Member 3
1	YHBIXR (53307645193)	RAJIV SHARMA	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	CHIEF STAFF & WELFARE INSPECTOR / PERSONNEL	JAIPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	CHIEF STAFF & WELFARE INSPECTOR / PERSONNEL	<a href="#">View Details</a>	Remarks	Remarks	Remarks

- Members need to provide their remarks individually for all requests & digitally sign to save meeting details and recommendations.

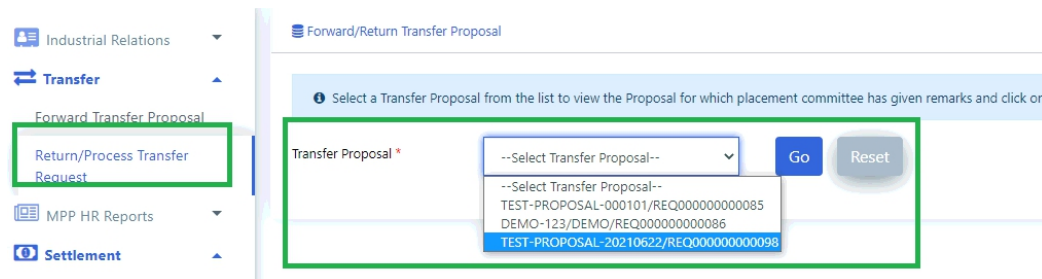
Sr No	Request No.	Unique Request No.	HRMS ID	Name	Transfer From		Transfer To		View	Remarks		
					Division / Zone	Designation / Department	Division / Zone	Designation / Department		Member 1	Member 2	Member 3
1	REQ000000000100	191	JQCIXW (53300001110)	NAMO NARAYAN MEENA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / SAFETY	<a href="#">View Details</a>	Remarks	Remarks	Remarks

- Once signed by all members requests will be sent back to personnel branch.



## Forward Transfer Case to Transfer Acceptance Authority - By Personnel Branch

1. Login with Acceptance Authority (APO )'s ID
2. Go to 'Transfer' > 'Return/Process Transfer Requests'
3. List of all received transfer proposals from placement committee will be shown. Select 1 proposal to work upon



4. The AA can either forward the request to Establishment Officer for approval or return it to department based on remarks received from the committee.

Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Docs uploaded by DC	Request Status	Forward to *	Remarks *
			Division / Zone	Designation / Department	Division / Zone	Designation / Department					
1	BMFUAO (53307650413)	MANJU LATA	JODHPUR WORKSHOP (WSH)  NORTH WESTERN RAILWAY (NWR)	OFFICE SUPERINTENDENT  PERSONNEL	NWR CONST BIKANER (CONS)  NORTH WESTERN RAILWAY (NWR)	OFFICE SUPERINTENDENT  PERSONNEL	<a href="#">View Details</a>	<a href="#">View Document</a>	Remarks given by Placement Committee	<input type="text" value="Please Select"/> <input type="text" value="Please Select"/> <input type="text" value="Forward to Sr. DPO"/> <input type="text" value="Return to department"/>	Remarks

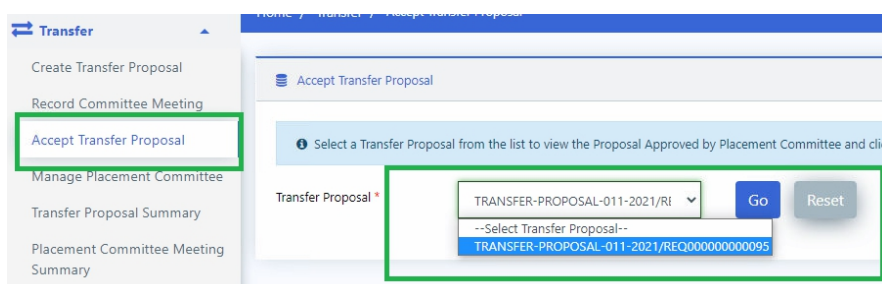
[Submit](#)

To send to Establishment Officer, the user needs to start typing their name in the input box and select from the list shown and click 'Submit' button

5. Login with Establishment Officer's ID
6. Establishment Officer has to forward the request to Transfer Acceptance Authority for final Acceptance, using the same menu option
7. After selecting relevant options, click on Submit button to save details.

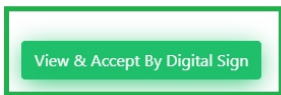
## Transfer Case acceptance - by Transfer Acceptance Authority (TAA)

1. Go to 'Transfer' > 'Accept Transfer Proposal'
2. List of all received transfer requests will be shown. Select 1 case to work upon.



3. Select 'Yes/No' for Approval and provide detailed remarks.

Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Approved	Remarks
			Division / Zone	Designation / Department	Division / Zone	Designation / Department			
1	AKDSDX (533NPS05273)	PRAHLAD BIJARNIYA	JODHPUR WORKSHOP (WSH) / NORTH WESTERN RAILWAY (NWR)	SENIOR CLERK CUM TYPIST / PERSONNEL	ALAMBAGH WORKSHOP (WSH) / NORTHERN RAILWAY (NR)	SENIOR CLERK CUM TYPIST / PERSONNEL		Yes	



4. Click on 'View & Accept By Digital Sign' button. A pdf file will be generated with proposal details and will shown for Digital Signature.

5. Digitally sign the pdf and it will sent back to DC for further process

**VIEW FILE** Sign Digitally

REQ00000000098M\_041.pdf 1 / 1 100%

**NORTH WESTERN RAILWAY**  
JODHPUR WORKSHOP/ WSH

Proposal No.: REQ00000000098 Proposal Date: 22/06/2021

SrNo	Employee Name	Unit/ Zone/ Station/ OFFICE/ Desig. / Dept./ Sub-Dept./ BillUnit	Department Remarks	Personnel Department Remarks	Committee Remarks	Authority Remarks	
1	PRAHLAD BIJARNIYA / AKDSDX / 533NPS05273	NORTH WESTERN RAILWAY (NWR) / JODHPUR WORKSHOP (WSH) / JJ/ CWM OFFICE/ SENIOR C/ FRK C/IM	NORTHERN RAILWAY (NR) / ALAMBAGH WORKSHOP (WSH) / A/IN/ CWM OFFICE/ SENIOR C/ FRK C/IM	Remarks: Please consider transfer of employee. BASANT SINGH PURBIA(OOLUZR)	PRAKASH CHANDRA SHARMA (NUUXQV) : Forwarded for approval 0 : 0 :	NARENDRA PRAKASH MATHUR / ADME/C&W (MKDQKU) : ABDUL SAYEED KHAN / AEN(JSQWRP) : RASANT SINGH PURRIA / SPO	APPROVED Remarks: okkk

### Mark Transfer Case to Issue Order - By Personnel Branch

1. Login with Establishment Officer's ID
2. Go to 'Transfer' > 'Forward/Return Transfer Requests'
3. List of all received transfer proposals received from accepting authority will be shown. Select 1 proposal to work upon

Grievance  
Industrial Relations  
**Transfer**  
Forward Transfer Proposal  
Return/Process Transfer Request  
MPP HR Reports  
Settlement

Forward/Return Transfer Proposal

Select a Transfer Proposal from the list to view the Proposal for which placement committee has given remarks and click on

Transfer Proposal \*

--Select Transfer Proposal--  
--Select Transfer Proposal--  
TEST-PROPOSAL-000101/REQ0000000000085  
DEMO-123/DEMO/REQ0000000000086  
TEST-PROPOSAL-20210622/REQ0000000000098

Go Reset

4. Forward request to APO for order issuance or return to department based on TAA remarks
5. Click on 'Submit' button to save changes
6. Login with APO's ID

7. Go to 'Transfer' > 'Forward/Return Transfer Requests'
8. List of all received transfer proposals received from Establishment Officer will be shown. Select 1 proposal to work upon
9. Forward request to OS for order issuance or return to department based on Establishment Officer's remark
10. Login with OS's ID
11. Go to 'Transfer' > 'Forward/Return Transfer Requests'
12. Mark to issue Order (Draft office order will be created on submission) or Return to department based on Accepting authority remarks

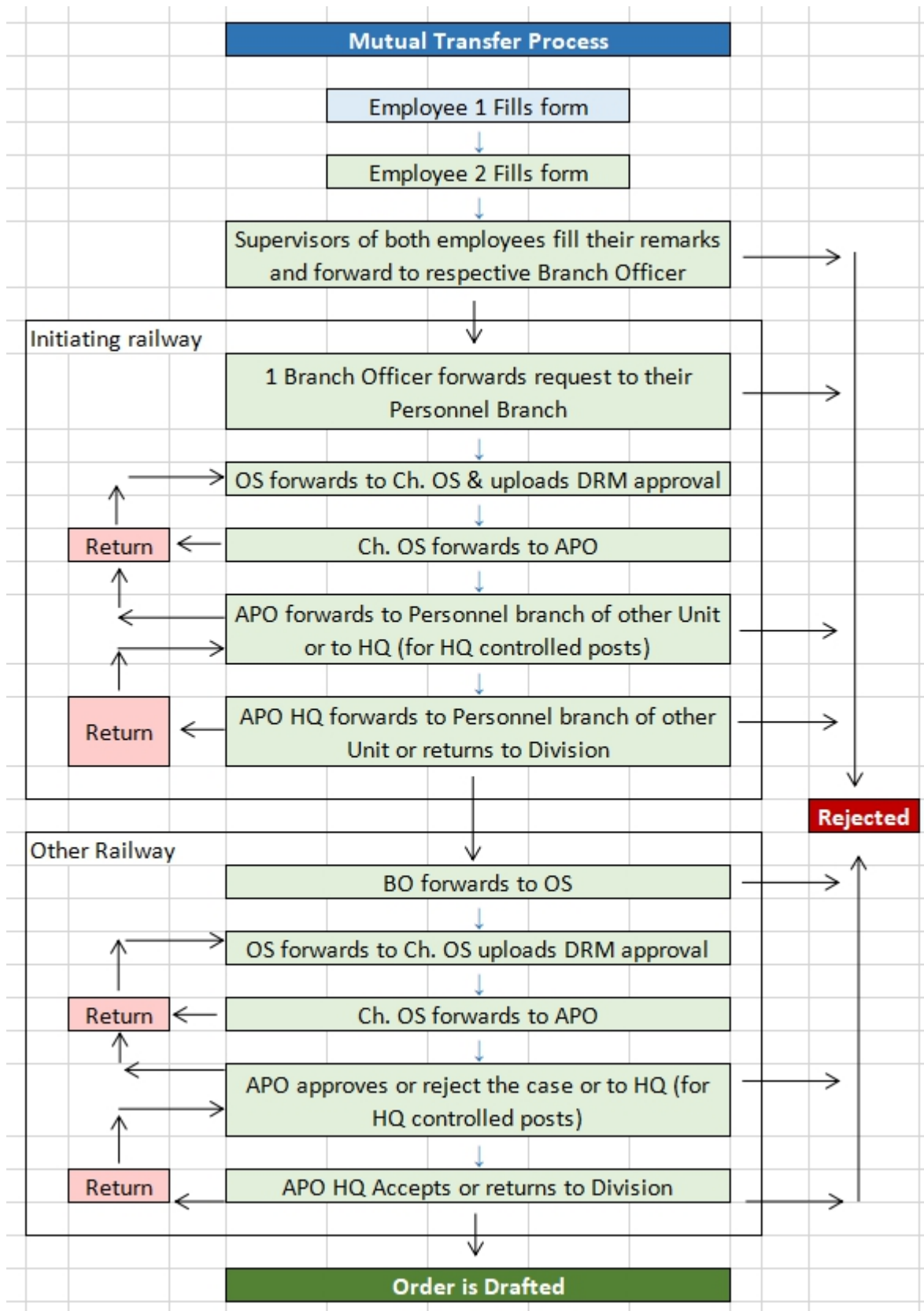
Sr No	HRMS ID	Name	Transfer From		Transfer To		View	Request Status	Forward for Order/ Forward to Competent Authority/ Return to department	Remarks
			Division / Zone	Designation / Department	Division / Zone	Designation / Department				
1	IMKZZW (533NPS02239)	RAJENDER SINGH MEENA	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	GUNTUR (DIV) / SOUTH CENTRAL RAILWAY (SCR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	<a href="#">View Details</a>	Accepted by Competent Authority	<input type="text" value="Please Select"/> <input type="text" value="Please Select"/> <input type="text" value="Mark to issue Order"/> <input type="text" value="Return to department"/>	Remarks
2	XDZBJG (533NPS01702)	RAMAVTAR PRAJAPAT	JODHPUR (DIV) / NORTH WESTERN RAILWAY (NWR)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	ADRA (DIV) / SOUTH EASTERN RAILWAY (SER)	ASSISTANT TL & AC (KHALASI/PS) / ELECTRICAL	<a href="#">View Details</a>	Remarks given by Placement Committee	<input type="text" value="Please Select"/>	Remarks

[Submit](#)

13. After selecting relevant options, click on Submit button to save details
14. Once submitted a draft order will be created. To proceed with order generation, dealing clerk needs to go to 'Office Order > Promotion/Transfer Order'. Order will be available in drop down.

## 2. Mutual Transfer

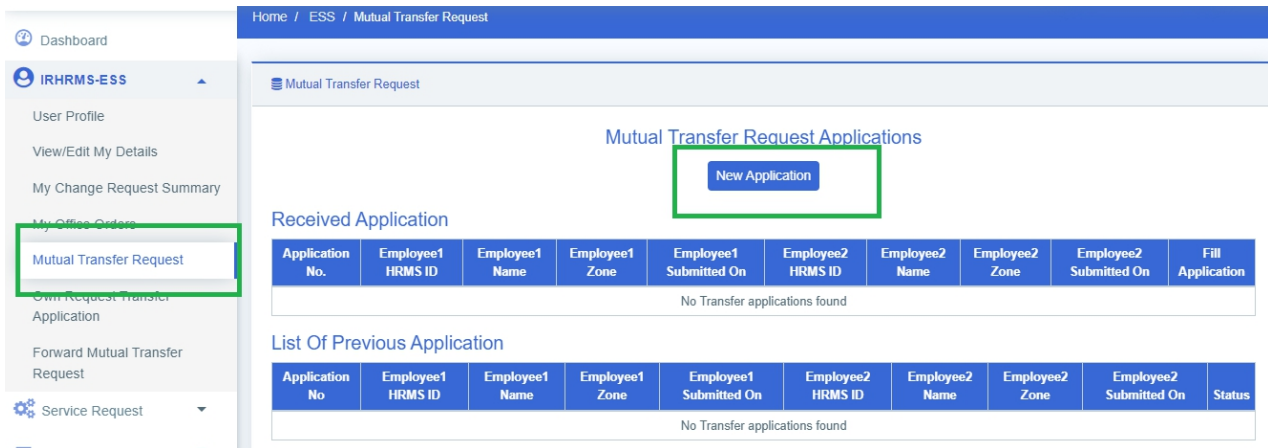
### Basic Flow



1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Request submission by 1<sup>st</sup> Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'
3. Click on 'New application' button to raise new application.



4. Fill all relevant details and upload scanned copy of signature and photograph. Provide HRMS ID of the employee against whom mutual transfer is sought, all their details will be fetched and shown automatically
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

Pincode \* 342005 Employee2 Pincode

Supervisor HrmsId \* Employee1 Supervisor HrmsId Employee2 Supervisor HrmsId

**Declaration**  
 (Click on the box)  
 We, the undersigned, hereby declare that we are making this request under the rule 230 of IREC Vol.I with the condition of Rule 226 and Note under this Rule of IREC Vol.1 and also Para 310 of IREM Vol-I regarding assigning of seniority etc., and other Administrative instructions issued/modified from time to time. Further we declare that we have read and understood the contents of RBE 107 and 134 of 2007 in regard to the mutual request transfer. We also understood that acceptance of the Divisional/Railway is not final in the process of transfer and reliving to Division/Railway is subject to the availability of replacement in place of the one of us to be relived at first. In the event of consideration of our request, we will not tender unwillingness nor claim any undue benefits, which are against the Indian Railway Establishment

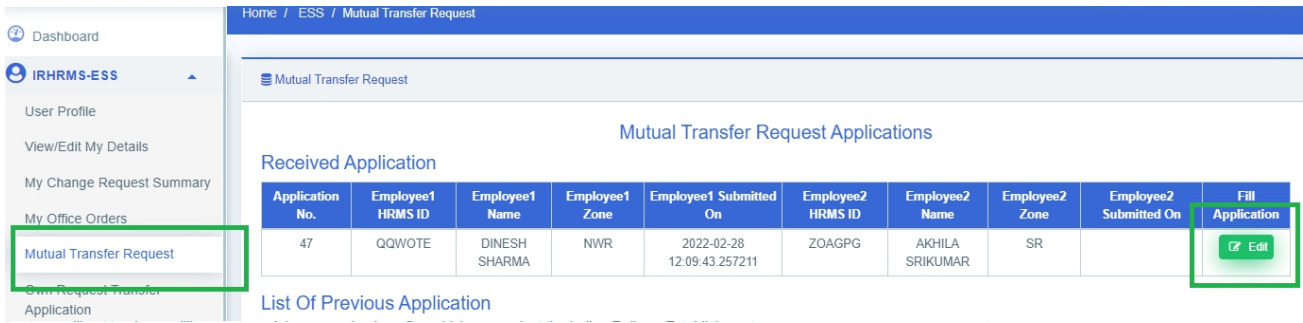
Remarks \* Remarks

Submit Reset

### Request submission by 2<sup>nd</sup> Employee

1. Login as 2<sup>nd</sup> Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer Request'

3. Application pending for the employee will be shown. Click on 'Edit' button against it.



4. Fill all relevant details and upload scanned copy of signature and photograph.

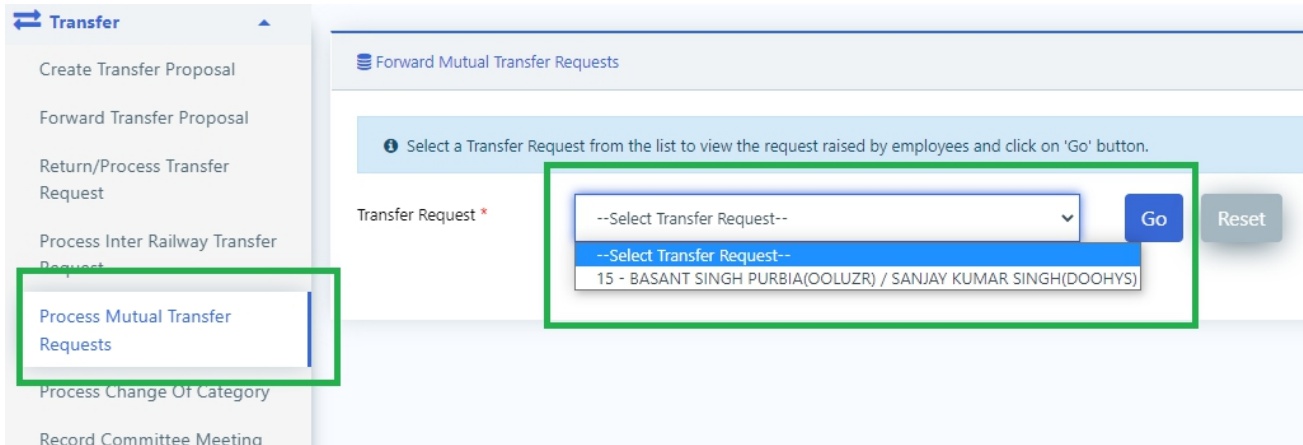
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

### Approval of Request by Supervisors

1. Login with 1<sup>st</sup> Supervisor

2. Click on 'Transfer > Process Mutual Transfer Requests'

3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them



4. Supervisor will provide their remarks and will either

a) Forward to the branch officer for further process, or

b) Reject the request

Date	Employee Name / Designation	Remarks
28/02/2022 12:09:43	DINESH SHARMA OFFICE SUPERINTENDENT / PERSONNEL	Please approve
28/02/2022 12:31:38	AKHILA SRIKUMAR OFFICE SUPERINTENDENT / PERSONNEL	please approve

Branch Officer Id \*  : MEENA BASKARAN / DY CPO (SOUTHERN RAILWAY/HQ)

Remarks \*

[Forward](#) [Reject](#)

5. This process needs to be followed by both supervisors

### Processing of Request by Branch Officer

1. Login with any one of the Branch Officer HRMS ID
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
  - a) Provide their remarks & forward to their personnel branch for further process, or
  - b) Reject the request

Remarks \*

Remarks

Objections against this transfer \*

Objection against this transfer

Remarks on DAR/VIG/CRIMINAL \*

Remarks on DAR/VIG/CRIMINAL

Forward to Dealing clerk -- Please Select --

Submit Reject

### Processing of Request by Personnel Branch

1. Login with dealing clerk
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority.

**Instructions:**

- All the columns from 1 to 23 are filled.
- Approval of DRM/ADRM of this Division of this Railway is obtained after the approval of Branch Officer.
- Item No.23 filled and signed by Branch Officer concerned of this Division/Railway.
- Certified that service particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and found correct.
- Attested copies of Service Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway.
- The employee is free from DAR/VIG./Criminal cases.
- This employee of this Division/Railway is undergoing/not undergoing effective penalty
  - If undergoing; give particulars
- This Mutual Transfer request has been registered and uploaded in the COMPTONPORTAL and ID No. is generated.

Remarks \*

Everything is in order, please forward

Forward to Verification Authority

RAJ KUMAR ASSUDANI (LHSGDO)

Submit

Reject

5. Similarly the Verification Authority will forward to the Acceptance Authority

6. After this, AA will either forward the case to Zonal Headquarter ( for HQ controlled posts) or to Branch Officer of other division.

Remarks \*

Remarks

Compton Id \*

Compton Id

Action

-- Please Select --

-- Please Select --

Forward To 2nd Branch Officer

Forward To HeadQuarter

Return To Dealing Clerk

Reject

### Processing of Request by 2<sup>nd</sup> Branch Officer

1. Login with 2nd Branch Officer
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
  - a) Provide their remarks & forward to their personnel branch for further process, or
  - b) Reject the request

### Processing of Request by Personnel Branch

1. Login with dealing clerk
2. Click on 'Transfer > Process Mutual Transfer Requests'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them



#### 4. DC will check and forward to the Verification Authority.

**Instructions:**

- All the columns from 1 to 23 are filled.
- Approval of DRM/ADRM of this Division of this Railway is obtained after the approval of Branch Officer.
- Item No.23 filled and signed by Branch Officer concerned of this Division/Railway.
- Certified that service particulars furnished by the employee of this Division of Railway in application have been verified with Service Registers and other Records and found correct.
- Attested copies of Service Register and Leave chart/book of the employee of this Division of this Railway are enclosed herewith for forwarding to other Division/Railway.
- The employee is free from DAR/VIG./Criminal cases.
  - This employee of this Division/Railway is undergoing/not undergoing effective penalty
  - If undergoing: give particulars
- This Mutual Transfer request has been registered and uploaded in the COMPTONPORTAL and ID No. is generated.

Remarks \*

Everything is in order, please forward

Forward to Verification Authority

RAJ KUMAR ASSUDANI (LHSGDO)

Submit

Reject

#### 5. Similarly the Verification Authority will forward to the Acceptance Authority

6. After this, AA will either forward the case to Zonal Headquarter ( for HQ controlled posts) or will finalize the transfer request. On Finalization, a two draft office orders will be created, 1 each in both Dealing clerk's ID

Remarks \*

Remarks

Action

-- Please Select --

-- Please Select --

Finalize and Draft Order

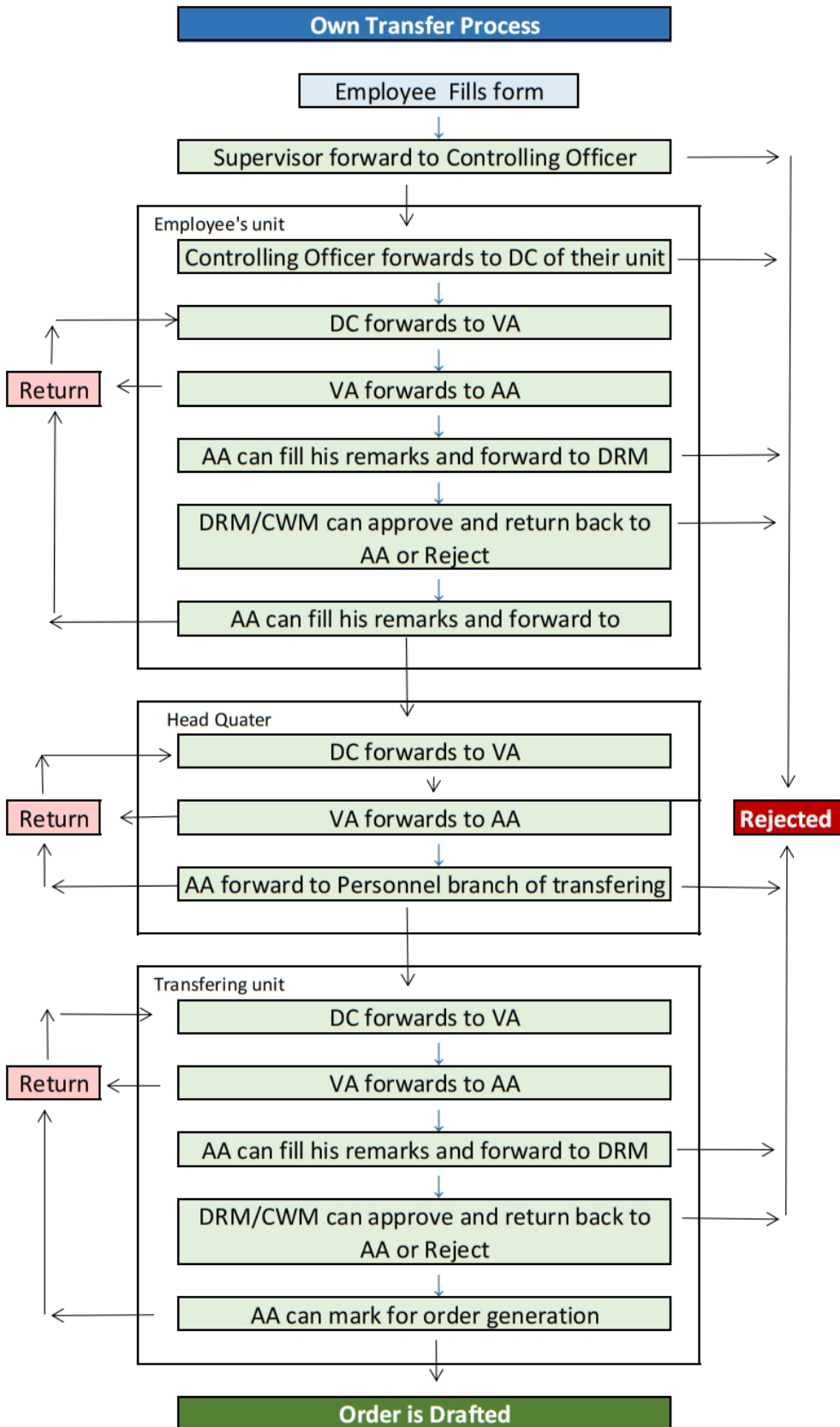
Forward To HeadQuarter

Return To Dealing Clerk

Reject Request

### 3. Own Request Transfer

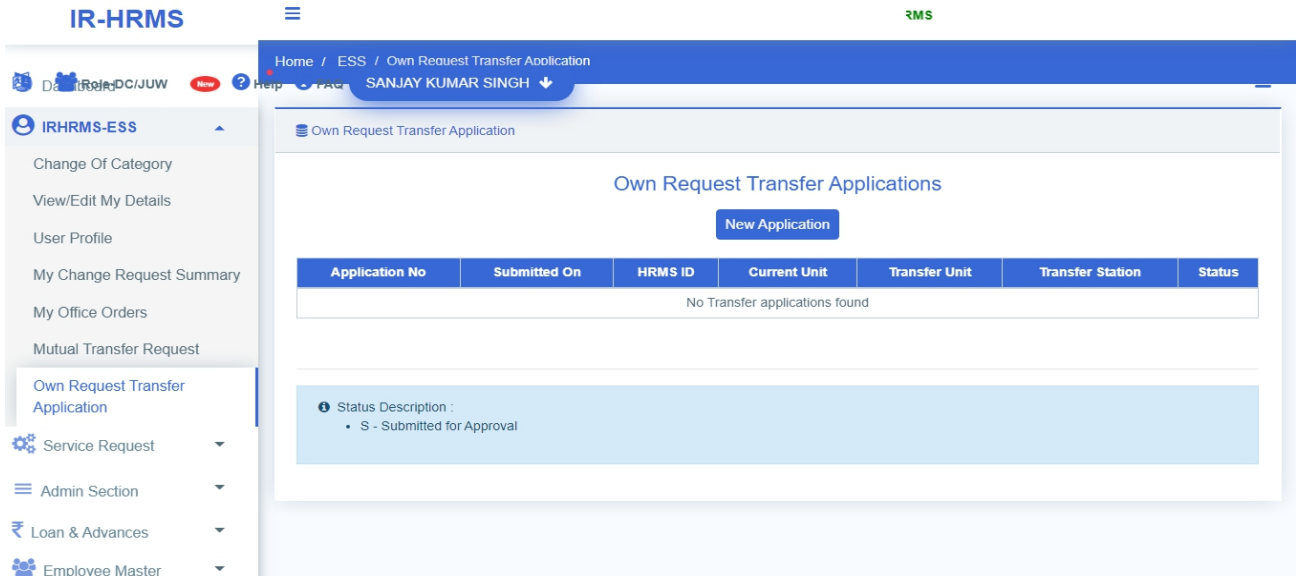
#### Basic Flow



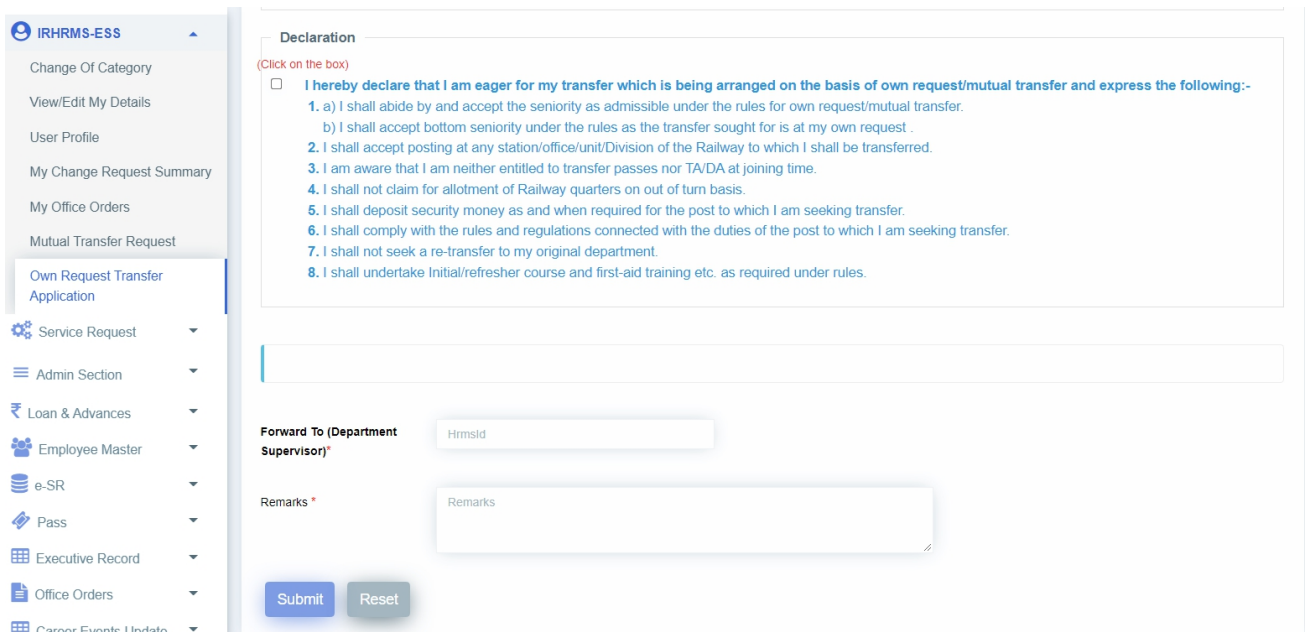
1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Request submission by Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Own Request Transfer request'
3. Click on 'New application' button to raise new application.



4. Fill all relevant details and upload scanned copy of signature and photograph.
5. Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.



## Processing of Request by Supervisors

1. Login with Supervisor
2. Click on 'Transfer > Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them

Select an inter railway request from the list to view the request raised by Department and click on 'Go' button.

Transfer Request \*

Employee Details	
HRMS Employee ID	: DOOHYS
Employee Name	: SANJAY KUMAR SINGH
Appointment Date	: 1986-05-13
Substantive Paylevel	: 6
Staff/Ticket No.	: 14
Current Bill Unit	: 3307426
Typing proficiency	: N
Ipass Employee ID	: 53307649990
Date of Birth	: 1975-07-24
Substantive Designation	: OFFICE SUPERINTENDENT
Grade In Which Appointed	: 5 (029200-092300)
Current Unit	: JODHPUR WORKSHOP
Educational Qualification	: BTECH

Transfer Details	
Type Of Transfer	: INT_D
Station	: JMU
Sub Department	: -
Special Condition	: YES MARZE
Railway Unit	: BANARAS LOCOMOTIVE WORKS
Department	: COMMERCIAL
Designation Name	: ACCOUNTS ASSISTANT

6. Supervisor will provide their remarks and will either
  - a) Forward to the controlling officer for further process, or
  - b) Reject the request

Date	Employee Name / Designation	Remarks
25/03/2022 15:06:58	SANJAY KUMAR SINGH OFFICE SUPERINTENDENT / ADMIN/GENERAL	please forward

Action\*

Remarks\*

## Processing of Request by Controlling Officer

1. Login with any one of the Branch Officer HRMS ID
2. Click on 'Transfer > Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. Branch Officer will provide their remarks and will either
  - a) Provide their remarks & forward to DC of Employees unit
  - b) Reject the request

## Processing of Request by DC, VA, AA of Employees Unit

1. Login with dealing clerk

2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority.
5. Similarly the Verification Authority will forward to the Acceptance Authority or will return back the request to DC.
6. After this, AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application
7. Once approval received from DRM/CWM, AA will either forward the case to Head Quarter DC or Transfer unit DC.

Transfer Proposal Summary

Placement Committee Meeting Summary

Placement Committee Summary

Orders Issuance After Approval Summary

Forward Mutual Transfer Requests

Mutual Transfer Report

Transferrable Staffs List

Priority Register

Forward Inter Railway Transfer Request

MPP HR Reports

Settlement

Cadre Management

Seniority

### Request Remarks

Date	Employee Name / Designation	Remarks
25/03/2022 15:06:58	SANJAY KUMAR SINGH OFFICE SUPERINTENDENT / ADMIN/GENERAL	please forward
25/03/2022 15:10:01	M SENTHIL KUMAR LAB ASSISTANT / PERSONNEL	forwarded

**Accepting officer's Action\*** Forward To Transfer Unit

**Forward to Railway Unit\*** : BLWP

**Remarks \***

## Processing of Request by DRM/CWM

1. Login with DRM/CWM
2. Click on "Transfer > Forward Inter Railway Transfer Requests"
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DRM/CWM will either accept or reject the application.

## Processing of Request by DC, VA, AA of Headquarter

2. Login with dealing clerk
2. Click on "Transfer > Forward Inter Railway Transfer Requests"
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority of headquarter.
5. Similarly the Verification Authority will forward to the Acceptance Authority of headquarter or will return back the request to DC headquarter.

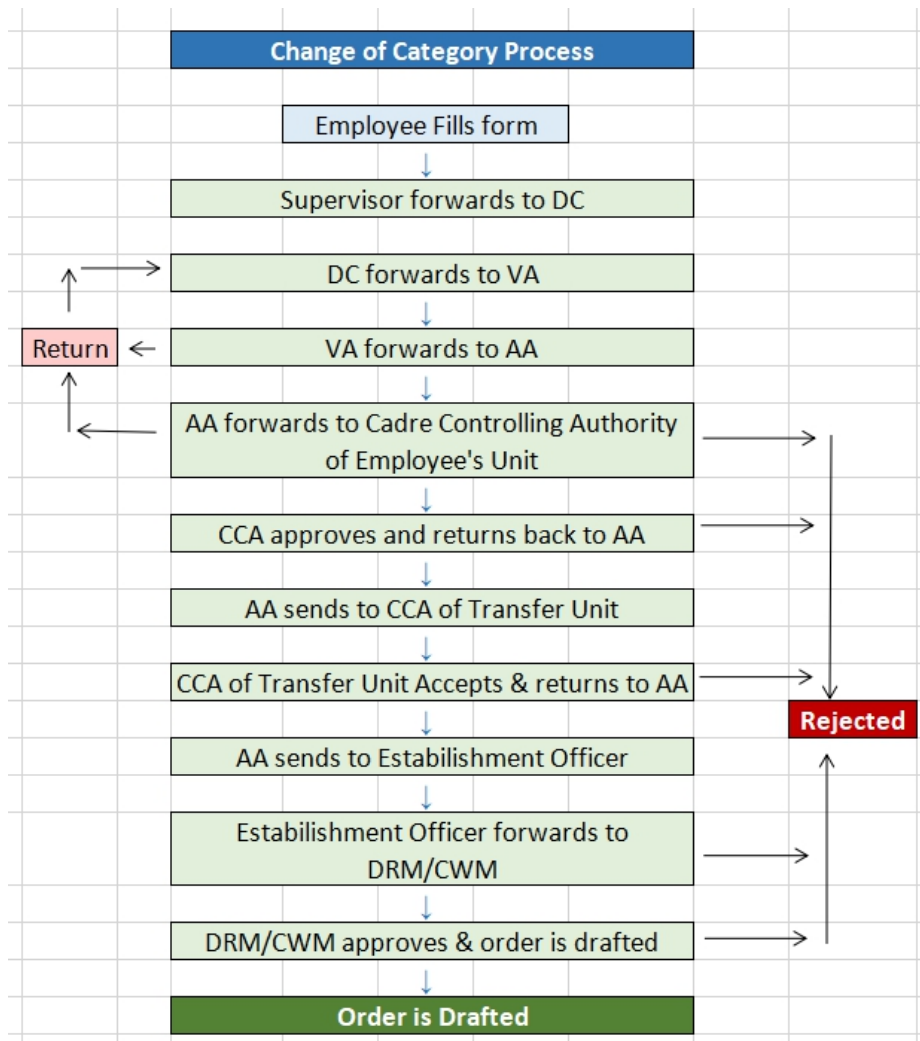
6. After this, AA will either forward the case to Transfer unit DC or return to DC headquarter or Reject the application.

### **Processing of Request by DC, VA, AA of Transferring unit**

1. Login with dealing clerk
2. Click on 'Transfer > Forward Inter Railway Transfer Requests'
3. List of pending applications for action will be shown. Select request for action and click on 'Go' button, details of the request will be shown to them
4. DC will check and forward to the Verification Authority of transferring unit.
5. Similarly the Verification Authority will forward to the Acceptance Authority of transferring unit or will return back the request to DC transferring unit.
6. AA will either forward the case to DRM/CWM or return to DC of their unit or Reject the application
7. Once approval received from DRM/CWM, AA will Accept the application.
8. Officer order will be generated once the accepting officers of transferring unit accepts the request.

## 4. Change of Category

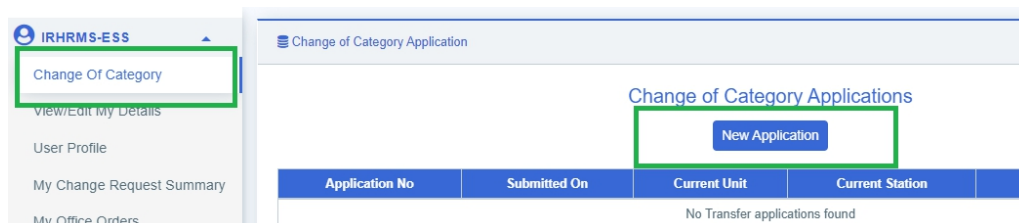
### Basic Flow



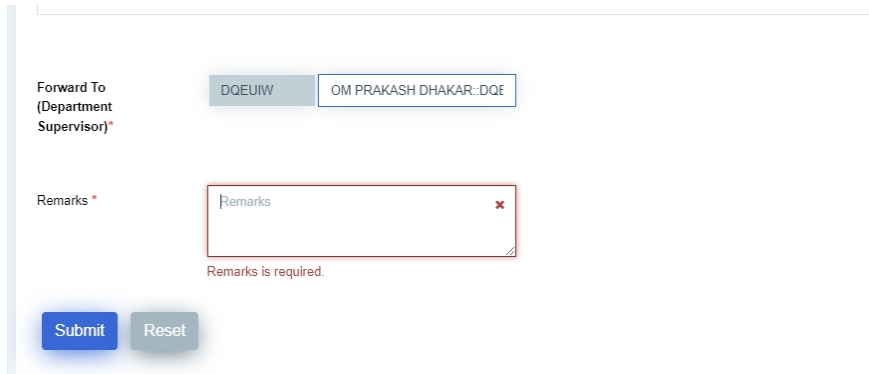
1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Request submission by Employee

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Change of Category'
3. Click on 'New application' button to raise new application.



4. Fill all relevant details and Enter HRMS ID of the officer (supervisor) to whom the application should be forwarded to in the department and submit the application.

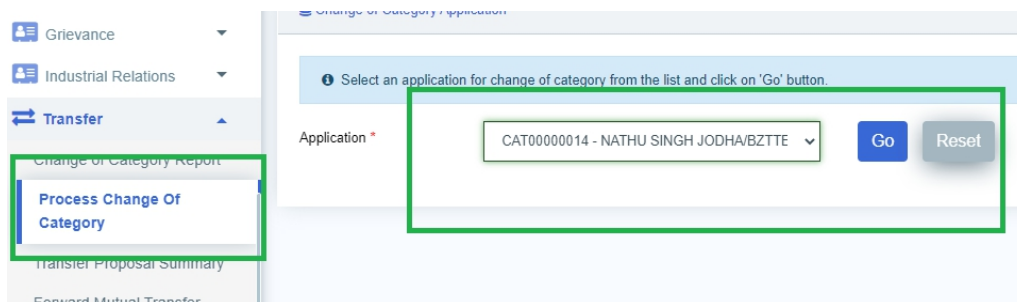


The screenshot shows a web form with the following elements:

- Forward To (Department Supervisor)\*:** A dropdown menu with 'DQEUIW' selected and a text box containing 'OM PRAKASH DHAKAR: DQE'.
- Remarks \*:** A text area with a red border and a red 'x' icon. Below it, a red error message reads 'Remarks is required.'
- Buttons:** 'Submit' and 'Reset' buttons.

### Approval of Request by Supervisors

1. Login with Supervisor ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them

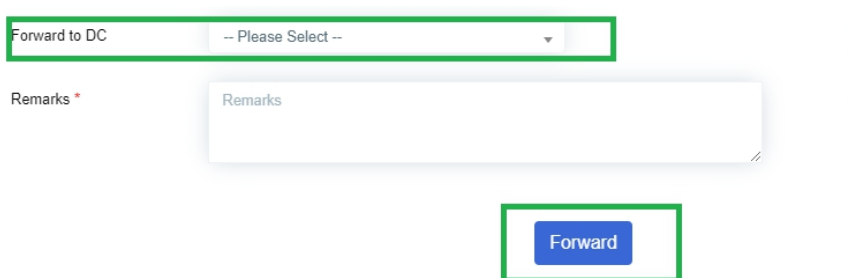


The screenshot shows a sidebar menu on the left with 'Transfer' expanded and 'Process Change Of Category' highlighted. The main content area displays a list of applications with a table:

Application *	Action
CAT00000014 - NATHU SINGH JODHA/BZTTE	<input type="button" value="Go"/> <input type="button" value="Reset"/>

A green box highlights the 'Process Change Of Category' menu item and the application details row.

4. Supervisor will provide their remarks and will either
  - a) Forward to the dealing clerk for further process, or
  - b) Reject the request



The screenshot shows a form for forwarding an application with the following elements:

- Forward to DC:** A dropdown menu with '-- Please Select --' selected.
- Remarks \*:** A text area.
- Forward Button:** A blue button labeled 'Forward'.

### Processing of Request by Dealing Clerk

1. Login with any DC ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them



4. DC will provide their remarks and will forward to VA for further process

### Processing of Request by Verification Authority

1. Login with any VA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. VA will provide their remarks and will forward to AA for further process

### Processing of Request by Acceptance Authority

1. Login with any AA ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. AA will select name of Cadre Controlling Authority of Employee's unit, or to CCA of transfer Unit or to Establishment Officer and will forward to them for further process

Forward to CCA of  
Transfer unit

MKDQKU

NARENDRA PRAKASH MAT-

Remarks \*

Remarks

Forward

### Processing of Request by Cadre Controlling Authority of Employee's unit

1. Login with CCA of employee's Unit
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

Remarks \*

.

Approve Request

Reject Request

### Processing of Request by Cadre Controlling Authority of Employee's unit

1. After AA forwards to CCA of Transferring Unit, login with CCA's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. CCA will either approve or reject the request. On approval the request will be forwarded to AA

### Processing of Request by Establishment Officer of Employee's unit

1. After AA forwards to EO, login with EO's ID
2. Click on "Transfer > Process Change of Category"
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. EO will either forward the request to DRM/CWM or reject the request.

Forward to DRM/CWM

PERGOZ AKHILESH KUMAR::PERGOZ

Remarks \*

Remarks

Forward Reject Request

### Processing of Request by DRM/CWM

1. Login with DRM/CWM's ID
2. Click on 'Transfer > Process Change of Category'
3. List of pending applications for action will be shown. Select 1 request for action and click on 'Go' button, details of the request will be shown to them
4. DRM/CWM will either approve the request or reject it. On approval a draft order will be created in DC's ID under 'Office Order > Promotion/Transfer Order'.

Remarks \*

Remarks

Approve Request Reject Request

## 5. Express Interest /Search List For Mutual Transfer

1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Express Interest/Search List

1. Login as Employee in HRMS
2. Go to 'IRHRMS-ESS' -> 'Mutual Transfer request'
3. Click on 'Express Interest / Search List For Mutual Transfer'.

Home / ESS / Mutual Transfer Request

Mutual Transfer Request

Express Interest / Search List for Mutual Transfer

Mutual Transfer Request Applications

A Mutual Transfer Request: 27 is already in process for the employee. New request can only be raised once this pending request is processed completely

Received Application

Application No.	Employee1 HRMS ID	Employee1 Name	Employee1 Zone	Employee1 Submitted On	Employee2 HRMS ID	Employee2 Name	Employee2 Zone	Employee2 Submitted On	Fill Application
No Transfer applications found									

4. Upon clicking you can click on Express interest and proceed with filling the form and submit.

Search List Express Interest

**Employee Current Details**

HRMS Employee ID : **DOOHYS** IPAS ID : **53307649990**  
Employee Name : **SANJAY KUMAR SINGH** Mobile No. : **9876987613**  
Current Zone : **NORTH WESTERN RAILWAY** Current Unit : **JODHPUR WORKSHOP / WSH**  
Appointment Date : **13/05/1986** Department : **ADMIN/GENERAL**  
Sub Department : Designation : **OFFICE SUPERINTENDENT**  
Pay Level : **6**

**Transfer Sought To**

Railway Zone \* Please Select Railway Unit \* Please Select

Employee Remarks \* Please enter your remarks here

Submit Reset

Show 25 entries Search:

ID	Transfer Zone	Transfer Division	Status	Enable/Disable
MT100000026	AUDIT	AUDIT/AUD	ACTIVE	Disable
MT100000021	BHUBANESWAR	CENTRAL ORGANISATION FOR RAILWAY ELECTRIFICATION/OFF	ACTIVE	Disable

5. You enable or disable any of your request by clicking the enable/disable button.
6. In order to search list click on the search list button.

Express Interest / Search List for Mutual Transfer

[Search List](#) [Express Interest](#)

**List of Employees Seeking Mutual Transfer**

**From :**  
Railway Zone \*  Railway Unit \*

**To :**  
Railway Zone \*  Railway Unit \*

[Fetch](#)

Employee Name/HRMSID	Department	Designation	From Zone	From Unit	To Zone	To Unit
----------------------	------------	-------------	-----------	-----------	---------	---------

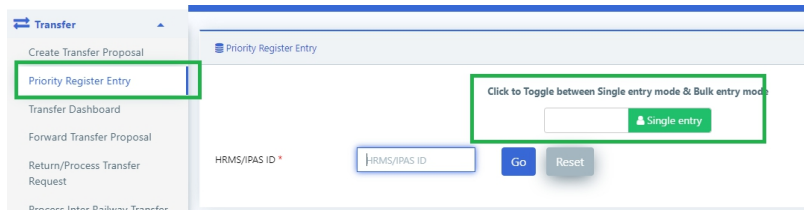
7. Select all the fields as seen above and click fetch .
8. All the records will be shown in the table.

## Own Request Transfer Priority Entry for old records

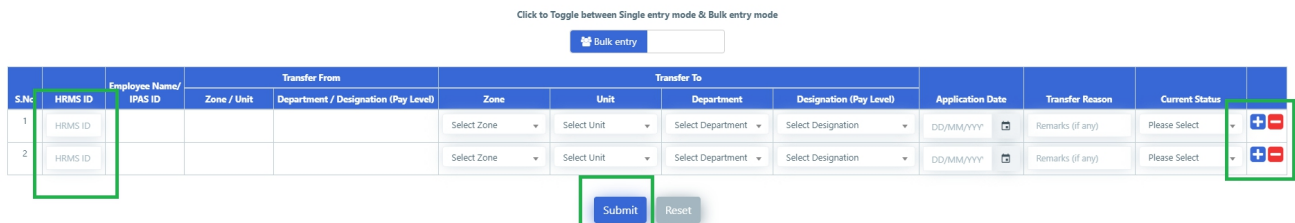
1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Previous Priority Register entry

1. Login as Employee in HRMS
2. Go to 'Transfer' -> 'Priority Register Entry'



3. Enter HRMS ID of the employee and transfer details



S.No	HRMS ID	IPAS ID	Employee Name	Transfer From		Transfer To				Application Date	Transfer Reason	Current Status	
				Zone / Unit	Department / Designation (Pay Level)	Zone	Unit	Department	Designation (Pay Level)				
1	HRMS ID					Select Zone	Select Unit	Select Department	Select Designation	DD/MM/YYYY	Remarks (if any)	Please Select	+ -
2	HRMS ID					Select Zone	Select Unit	Select Department	Select Designation	DD/MM/YYYY	Remarks (if any)	Please Select	+ -

4. Click on '+' or '-' icon to add or remove rows.
5. Click on 'Submit' button to submit details.

### Verify Priority Entry List

1. Login as Verification authority in HRMS
2. Go to 'Transfer' -> 'Verify Priority Register'
3. List of priorities pending for verification will be shown.
4. Select the entries which are correct and leave those which should be returned to DC
5. Click on 'Verify' button
6. Similarly the entries needs to be accepted by Acceptance Authority
7. The records will appear in Priority Register only after acceptance by Acceptance Authority

### Update Priority Entry List

1. To update status of entry made, go to 'IRHRMS ESS' > 'Priority Register Entry'
2. Click on 'Load Priority List' button to fetch list
3. List of old entries made will be fetched. Click on 'Update' button. A pop up will open

Priority Register Entries for JODHPUR WORKSHOP/ WSH

Load Priority List

PDF Excel

Search:

Priority ID	Employee	Designation/ Department	Transfer To Unit / Zone	Application Date	Status	Created By	Update
PR0000009	SUBHASH PATEL (BQLISE)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	19/12/2018	Pending with Transferring Unit AA	DOOHYS	Update
PR0000008	HANUMAN SAHAY (ZKFIHO)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	27/02/2019	Submitted by Employee pending with Supervisor	DOOHYS	Update
PR0000010	HANUMAN	SENIOR SECTION	NR /ALAMBAGH	27/02/2019	Order Issued	DOOHYS	Update

4. Select the new status from the list and click on update button.

PRIORITY REGISTER DETAILS

Below are the details of Priority entry made. To update status, select status from the dropdown and click on 'Update' button.

ID : PR0000008 Employee Name : HANUMAN SAHAY (ZKFIHO)

Designation/ Department : SENIOR SECTION ENGINEER (C&W) /MECHANICAL Transfer To Unit / Zone : NR /ALAMBAGH WORKSHOP/WSH

Application Date : 27/02/2019 Current Status : Submitted by Employee pending with Supervisor

Update Details

New status: Please Select

Update

Close

Submitted by Employee pending with Supervisor

Pending with Controlling officer

Supervisor Rejected

Pending with DC

5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively

## Own Request Transfer Priority Entry for old records

1. Go to HRMS application <https://hrms.indianrail.gov.in/HRMS/> and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

### Previous Priority Register entry

1. Login as dealing clerk in HRMS
2. Go to 'Transfer' -> 'Priority Register Entry'

Transfer

- Create Transfer Proposal
- Priority Register Entry
- Transfer Dashboard
- Forward Transfer Proposal
- Return/Process Transfer Request
- Propose Inter Railway Transfer

Priority Register Entry

Click to Toggle between Single entry mode & Bulk entry mode

Single entry

HRMS/IPAS ID \*

HRMS/IPAS ID

Go Reset

3. Enter HRMS ID of the employee and transfer details

Click to Toggle between Single entry mode & Bulk entry mode

Bulk entry

S.No	HRMS ID	Employee Name/ IPAS ID	Transfer From			Transfer To			Application Date	Transfer Reason	Current Status	
			Zone / Unit	Department / Designation (Pay Level)	Zone	Unit	Department	Designation (Pay Level)				
1	HRMS ID				Select Zone	Select Unit	Select Department	Select Designation	DD/MM/YYYY	Remarks (if any)	Please Select	+ -
2	HRMS ID				Select Zone	Select Unit	Select Department	Select Designation	DD/MM/YYYY	Remarks (if any)	Please Select	+ -

Submit Reset

4. Click on '+' or '-' icon to add or remove rows.
5. Click on 'Submit' button to submit details.

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Priority Register Entries for JODHPUR WORKSHOP/ WSH

Load Priority List

PDF Excel

Search:

Priority ID	Employee	Designation/ Department	Transfer To Unit / Zone	Application Date	Status	Created By	Update
PR0000009	SUBHASH PATEL (BQLISE)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	19/12/2018	Pending with Transferring Unit AA	DOOHYS	Update
PR0000008	HANUMAN SAHAY (ZKFIHO)	SENIOR SECTION ENGINEER (C&W) /MECHANICAL	NR /ALAMBAGH WORKSHOP/WSH	27/02/2019	Submitted by Employee pending with Supervisor	DOOHYS	Update
PR0000010	HANUMAN	SENIOR SECTION	NR /ALAMBAGH	27/02/2019	Order Issued	DOOHYS	Update

4. Select the new status from the list and click on update button.

PRIORITY REGISTER DETAILS

Below are the details of Priority entry made. To update status, select status from the dropdown and click on 'Update' button.

ID : PR0000008 Employee Name : HANUMAN SAHAY (ZKFIHO)

Designation/ Department : SENIOR SECTION ENGINEER (C&W) /MECHANICAL Transfer To Unit / Zone : NR /ALAMBAGH WORKSHOP/WSH

Application Date : 27/02/2019 Current Status : Submitted by Employee pending with Supervisor

Update Details

New status: Please Select

Update

Close

Submitted by Employee pending with Supervisor

Pending with Controlling officer

Supervisor Rejected

Pending with DC

5. This entry updated by DC needs to be verified and accepted by the VA & AA respectively