

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

File No. PC-VII/2020/HRMS/25

New Delhi, dated: 14.12.2020

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

Sub: User Manual for Employee Self Service Module of HRMS


Employee Self Service module of HRMS was launched for use across all offices of Indian railways. Online training for operation of the Employee Self Service Module was also provided by CRIS to all the employees.

2. Now, in order to serve as a guide and ready reckoner, a Summary Flow and a detailed User Manual is enclosed below and have also been uploaded on the website of Indian Railways at the following location:

<http://www.indianrailways.gov.in/railwayboard/> → About Indian Railways
→ Corporate Overview → Directorates → Pay Commission → Pay Commission-VII

3. It is requested that the User Manual and Summary Flow be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

**Encl: 1. Summary Flow on Employee Self Service Module
2. User Manual on Employee Self Service Module**


(JAYA KUMAR G)
Deputy Director/ Pay Commission-VII & HRMS
Railway Board

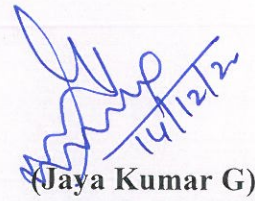
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23. The Chairman, Passenger Services Committee.
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31. General Manager/HRMS/CRIS


14/12/20

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

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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
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

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Cash - I, II, & III, Budget, E(P&A) I & II, E(G), E(NG) I & II, PC - III, PC-IV, PC-V, PC-VI, E(LR) I & II, F(E) - I, II & III, F(E) Special, Security (E), Accounts III, ERB - I, II, III, IV, V & VI, G(Pass), G(Acc), RB(Welfare), E(SCT) I & II, E(O) I, II III & III(CC), E(GR) I & II, E(GP), E(GC), PR, branches of Railway Board.

ESS Flow Summary

1.1.1. Raising a Change Request by Employee

1. Employee logs in to HRMS Application. <https://hrms.indianrail.gov.in/HRMS>
2. In the left side panel Right click on the **ESS menu** and then click on the submenu with name **View/Edit My Details**.
3. On next screen employee select respective tab name from drop down that contain list of all allowed tabs for change request.
4. All information available for that tab will be displayed in read only mode.
5. To create a change request, employee click on **Raise a change request**, system ask for reason to edit the data.
6. There will be an edit button (check box) for each fields in UI, by clicking the button that particular field will editable and user can put his changes.
7. User need to upload necessary supporting documents for changes they are requesting.
8. Once all details are done user need to submit thing information to DC by entering Transaction OTP.
9. Once request is submitted a unique **Change Request Id** is generated by system for future reference.
10. Employee can track status of their **Change Request Summary** Report under **ESS menu**.

1.1.2. Verification of Change Request by DC/VA/AA

1. DC / VA / AA login to HRMS application. <https://hrms.indianrail.gov.in/HRMS>
2. In the left side panel Right click on the **ESS menu** and then click on the submenu as per their role **forward change request** for DC, **Very Change Request** for VA **and Accept Change Request** for AA
3. A consolidated Change Request Summary report for pending case with DC/VA/AA is shown.
4. User click on Process button shown in right most side of each request in report
5. As user clicks the Process button, details entered by employee are displayed in pop-up window.
6. Data that are changed by employee are highlighted for ease of identification of users.
7. User can provide remarks and return change request to employee if change requested is not found OK.
8. If change request is found OK user can **forward/ verify / accept** the change request based on their role, with help of Transaction OTP.
9. Once change request is accepted, original data in Employee Master / eSr will be updated with new data.



Employee Self Service

Human Resources Management System for Indian Railways

Designed, developed and presented by



Centre for Railway Information System

How does Employee Make Change Requests?



Employee Login to
HRMS

- Open your preferred Browser
- Type in URL of HRMS (<https://hrms.indianrail.gov.in/HRMS/>) on Address Bar
- Login Screen will appear
- User can Login by providing User Name, Password
- OTP will be sent to registered mobile phone through SMS
- Type in the OTP and click on Verify-OTP button
- After Login choose “IRHRMS-ESS-> View/Edit My Details” from Menu



Forgot User-Id/
Password

- if you **forgot your HRMS-Id**, click on ‘Help for Login’ link
- Help window will appear on screen. Fill-in your IPAS-Id (or Employee Number) there
- Your HRMS-Id and your Mobile Number (masked for security reason) will be displayed
- If you **forgot Password**, click on ‘Forgot Password’ link. SMS with Password will be sent on registered mobile.

hrms

Select Option to
Edit

List of options appears on screen with pre-populated data forms

Under “Employee Master”.

- Basic Information
- Family Details
- Communication Info
- Personal Details
- Qualification

Under E-Service Record

- Initial Appointment
- Awards
- Promotions
- Transfers



Employee makes
Change Request

- Employee choose appropriate Tab. All information on the Tab appears on screen
- Select Data items or Records to edit
- Employee can change data as desired
- Employee can Submit the Change Request for further approval

Employee Basic Details for Change Request – an Example of Single Record on Single Tab

Employee : SANJAY KUMAR SINGH (DOOHYS) | DC : SANJAY KUMAR SINGH (DOOHYS) | VA : MAHESH SINGH RATHORE (IYUWR) | AA : BASANT SINGH PURBIA (OOLUZR)

Employee Master -> Basic Info

Status: Accepted

Reason: Wrong Details Entered

IPAS Employee Id *	53307649990	HRMS Employee ID	DOOHYS
Employee Name As in SR *	SANJAY KUMAR SINGH	Employee Name As in Aadhaar	SANJAY KUMAR SINGH
Aadhaar Number	428134003245	Upload Aadhaar	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Employee First Name *	SANJAY	Employee Middle Name	KUMAR
Employee Last Name	SINGH	Employee Name Hindi	संजय कुमार <input checked="" type="checkbox"/>
Employee Name Regional	संजय <input checked="" type="checkbox"/>	Country of Birth	INDIA <input type="checkbox"/>
Birth Place	JODHPUR <input checked="" type="checkbox"/>	Date Of Birth *	01/03/1969 <input type="button" value="📅"/>
Date of birth Proof	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Gender *	MALE <input type="checkbox"/>
	<input type="button" value="View"/>	Mother Name	HEERAWATI
Father Name	SH. S.K. SINGH	Spouse Name	POOJA SINGH <input type="checkbox"/>
Guardian	Guardian	IPAS ID of Spouse	IPAS ID of Spouse <input type="checkbox"/>
Spouse Employment Type	PRIVATE SECTOR <input type="checkbox"/>	Upload PAN	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
PAN Number *	AEGPS8356F		

Family Details for Change Request - Example of Multiple Records on Multiple Tabs

Add New Member Status: Accepted

Family Member 1 | Family Member 2 | Family Member 3 ■

Edit Mark for Deletion

Reason: Updating information

Member Name *	<input type="text" value="PUJA KUMARI"/>	<input type="checkbox"/>	Member Name (RegionalLang)	<input type="text" value="Member Name (RegionalLang)"/>	<input type="checkbox"/>
Member Name (Hindi)	<input type="text" value="Member Name (Hindi)"/>	<input type="checkbox"/>	Gender *	<input type="text" value="FEMALE"/>	<input type="checkbox"/>
Marital Status *	<input type="text" value="MARRIED"/>	<input checked="" type="checkbox"/>	Spouse Name	<input type="text" value="Spouse Name"/>	<input type="checkbox"/>
Aadhaar Number	<input type="text" value="658421568745"/>	<input checked="" type="checkbox"/>	Aadhar Upload	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>
Member PAN No	<input type="text" value="Pan No"/>	<input type="checkbox"/>	Member Pan Upload	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>
Alternate ID Card	<input type="text" value="Please Select"/>	<input type="checkbox"/>	Alternate ID-Card Upload	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>
Relation *	<input type="text" value="WIFE"/>	<input type="checkbox"/>	Marriage/ Divorce/ Death Certificate (if any)	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>
Spouse Employment Type	<input type="text" value="NOT EMPLOYED"/>	<input checked="" type="checkbox"/>	IPAS ID of Spouse	<input type="text" value="IPAS ID of Spouse"/>	<input type="checkbox"/>
Member DOB	<input type="text" value="01/03/1978"/>	<input type="checkbox"/>	Family Member DOB Doc	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>
Family Member Age	<input type="text" value="Family Member Age"/>	<input type="checkbox"/>	Handicap Flag	<input type="text" value="No"/>	<input type="checkbox"/>
Handicapped Percent	<input type="text" value="Handicapped Percent"/>	<input type="checkbox"/>	Handicap Certificate Effective Start Date *	<input type="text" value="Please select"/>	<input type="checkbox"/>
Handicapped Certificate	<input type="text" value="Choose File No file chosen"/>	<input type="checkbox"/>	Handicap Certificate Effect From	<input type="text" value="DD/MM/YYYY"/>	<input type="checkbox"/>
Handicap Certificate Effect To	<input type="text" value="DD/MM/YYYY"/>	<input type="checkbox"/>	Dependency Reason	<input type="text" value="Spouse of Employee As per rule."/>	<input type="checkbox"/>
Member Dependent(?)	<input type="text" value="Yes"/>	<input type="checkbox"/>			

Qualification Details for Change Request – Example of Multiple Records on Multiple Rows

Select the type of information that you want to view and click on 'Go' button

Select Tab: Employee Master -> Qualification Go Reset

Employee : SANJAY KUMAR SINGH (DOOHYS) | DC : SANJAY KUMAR SINGH (DOOHYS) | VA : MAHESH SINGH RATHORE (IIYUWR) | AA : BASANT SINGH PURBIA (OOLUZR)

Employee Master -> Qualification

Reason: Updating information Status: Accepted

Action	S.No	Qualification Level	Course	Subjects / Specialization	Duration	Country	Place	Board/University	School/Institute Name	P. Year	Grade
Please See	1	GRADUATION	BA	ARTS	3 Yrs.	INDIA	JODHPUR	UNIVERSITY OF RAJASTHAN	MAHARAJA COLLEGE	1990	2
Delete	2	POST GRADUATE	MA	ARTS	2 Yrs.	INDIA	JODHPUR	UNIVERSITY OF RAJASTHAN	MAHARAJA COLLEGE	1996	2
Edit	3	POST GRADUATE	MSC	IT	2 Yrs.	INDIA	JAIPUR	UNIVERSITY OF RAJASTHAN	BITS	2000	1
New	4	DOCTORATE	PHD	CYBER SECURITY	3 Yrs.	INDIA	JAIPUR	UNIVERSITY OF RAJASTHAN	BITS	2003	1

Sections of **Employee Master** Available for Change Requests



Basic Details



Family Details



Communication



Personal Details



Qualification

Following details may be changed under Basic Detail

- Employee Name in Hindi
- Employee Name in Regional Language
- Country of Birth
- Birth Place
- Spouse Name
- Spouse Employment Type
- IPAS ID of Spouse
- Blood Group

Following details for each family member

- Member Name
- Gender
- Marital Status
- AADHAAR Number
- Relation with Employee
- Date of Birth
- If Dependent
- Dependency Reason
- Member's Photo
- Member's Email
- Member's Mobile No
- ... etc

Changing in following as communication detail

- Personal Mobile Phone Number
- Personal Email Id
- Official Mobile Phone Number
- OTP Preference
- Present Address

Changing in following details towards personal info

- Religion
- Identification Mark
- Marital Status
- Date of Marriage
- Mother Tongue
- Height
- Upload Sign

Changing in following details for Qualification

- Qualification Level
- Course
- Subjects/ Specialisation
- Duration
- Board/ University
- School/ Institute Name
- Marks Document
- ... etc

Sections of E-Service Record Available for Change Requests



First Appointment

Data may be changed under First Appointment

- Type of Employee
- Date of Joining
- Date of Appointment
- Initial Lien/ Zone/ Division
- Initial Station/ Office
- Pay Commission
- Pay Scale
- Basic Pay, Personal Pay
- Initial Department
- Initial Sub-Department
- Initial Designation
- Initial Section
- ... etc



Awards Details

Following details under Awards may be changed or new entry added

- Award Name
- Award Date
- Cash Amount
- Award Authority
- ... etc



Promotion Detail

Following details under Promotion Tab may be changed or new entry may be taken.

- Type of Promotion
- Department
- Designation on Promotion
- Station Code
- Scale Code/ Pay Band/ Pay Level
- Basic Pay
- Office Order Number



Transfer Detail

Following details under Transfer Tab may be changed or new entry may be taken.

- Transfer Type
- Reason of Transfer
- Transferred From with details like Unit Station Department Sub-Department Office
- Office Order Number
- Office Order Date
- Release Date from Post
- Transferred To with details like Unit Station Department Sub-Department Office Designation
- Charge Taken on etc.

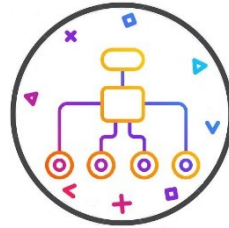
More Sections of E-Service Record Available for Change Requests



Nominee Detail

Following details under Nomination Tab may be changed

- Nominee Name
- Relationship with Employee
- Age
- Mobile Phone Number
- AADHAAR ID



Deputation Detail

Following details under Deputation Tab may be changed or new entry added

- Deputation Type
- Ministry Name
- Department/ Organisation
- Place of Posting
- Deputation out Detail



Training Detail

Following details under Training Tab may be changed or new entry may be taken.

- Training Program
- Training Institute
- Place of Training
- Specialisation Topic
- Duration
- Date from
- Date to

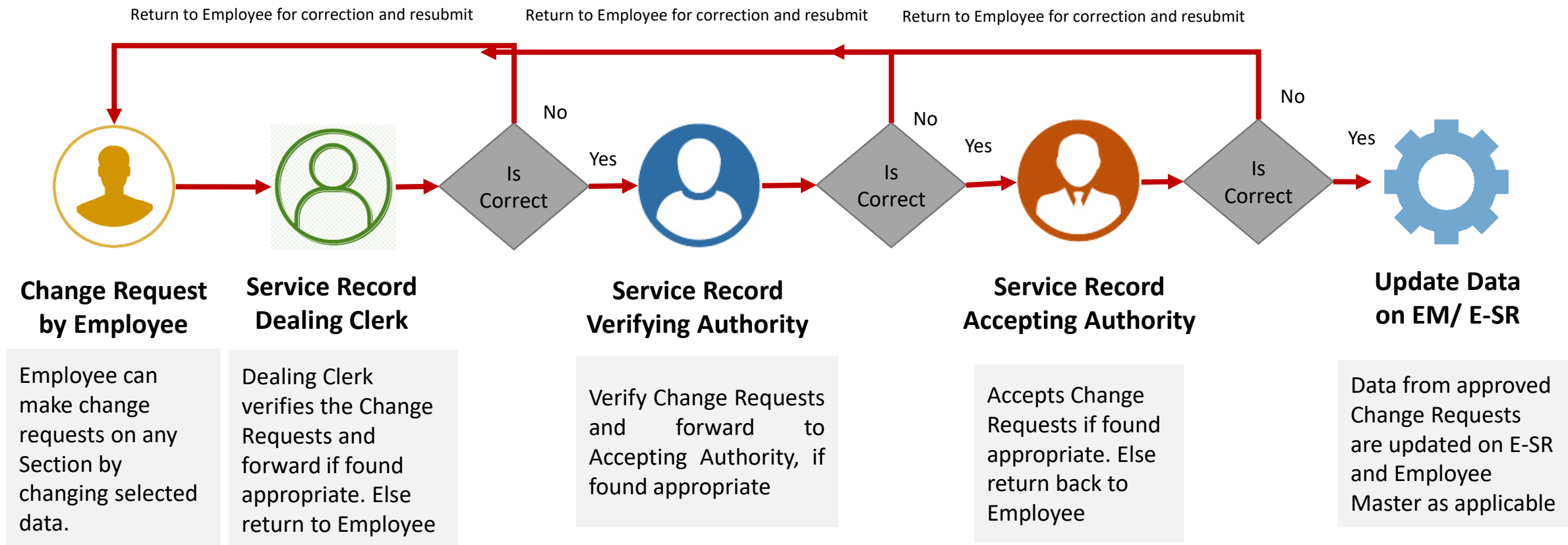


Publication Detail

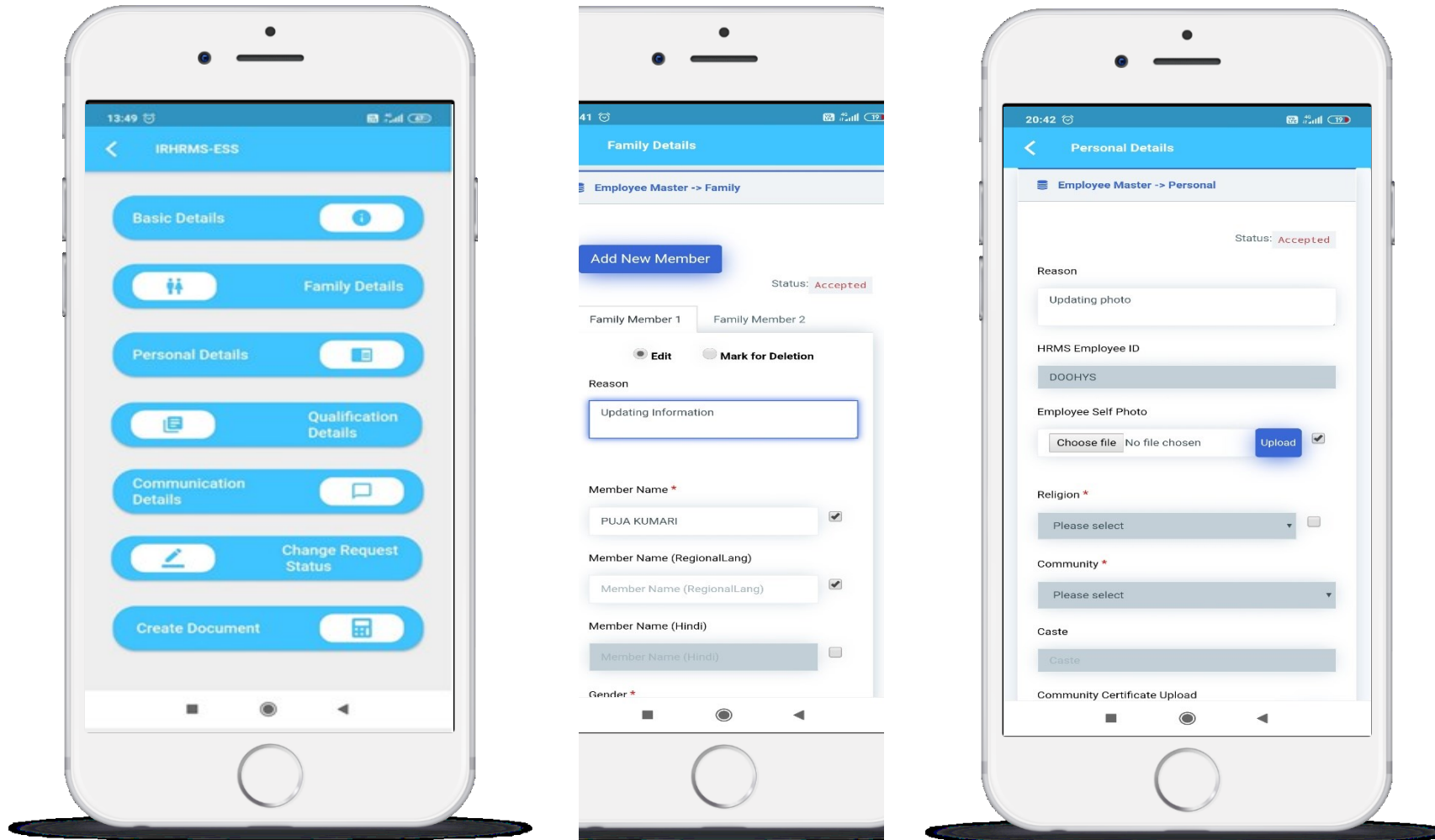
Following details under Publication Tab may be changed or new entry may be taken.

- Country of Origin
- Level of Publication (International/ National)
- Category (Technical/ Non-Technical)
- Year of Publication
- Name of Publication
- Publisher Name
- Description

Process Flow for Approval of Change Requests



Mobile Apps – Keeping ESS Handy



- Mobile Apps is available to keep Employee Self Service handy
- Besides Android, to be also made available on iOS platform

Monitoring of Change Requests Made Easy

Change Request Summary

Show 10 entries

Search:

Change Request ID.	HRMS Emp Id	Employee Name	Req. Status	Module Name	Tab Name	Emp Txn Date	Dealing Clerk Id	DC Txn Date	VA User Id	VA Txn Date	AA User Id	AA Txn Date	Tab Status	View/Action
10007	DOOHYS	SANJAY KUMAR SINGH	VR	Employee Master	Family	28/08/2020 07:03:18	DOOHYS	28/08/2020 14:46:59						View
10033	DOOHYS	SANJAY KUMAR SINGH	A	Employee Master	Family	14/09/2020 08:40:39	DOOHYS	14/09/2020 09:27:43	TOUUCZ	14/09/2020 09:38:15	OOLUZR	30/09/2020 14:33:59		View
10034	DOOHYS	SANJAY KUMAR SINGH	A	Employee Master	Family	14/09/2020 10:00:05	DOOHYS	14/09/2020 10:00:53	TOUUCZ	14/09/2020 10:01:08	OOLUZR	14/09/2020 10:02:26		View
10035	DOOHYS	SANJAY KUMAR SINGH	VR	Employee Master	Family	14/09/2020 10:29:18	DOOHYS	17/09/2020 06:23:33	TOUUCZ	17/09/2020 06:24:32				View
10062	DOOHYS	SANJAY KUMAR SINGH	A	Employee Master	Communication	28/09/2020 13:00:53	DOOHYS	28/09/2020 13:01:34	TOUUCZ	28/09/2020 13:02:44	OOLUZR	28/09/2020 13:04:18		View
10063	DOOHYS	SANJAY KUMAR SINGH	A	Employee Master	Communication	29/09/2020 08:47:34	DOOHYS	29/09/2020 08:53:13	TOUUCZ	29/09/2020 08:53:43	OOLUZR	29/09/2020 09:29:34		View

Live Demonstration